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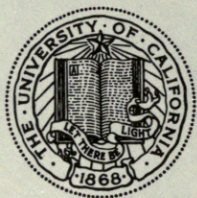
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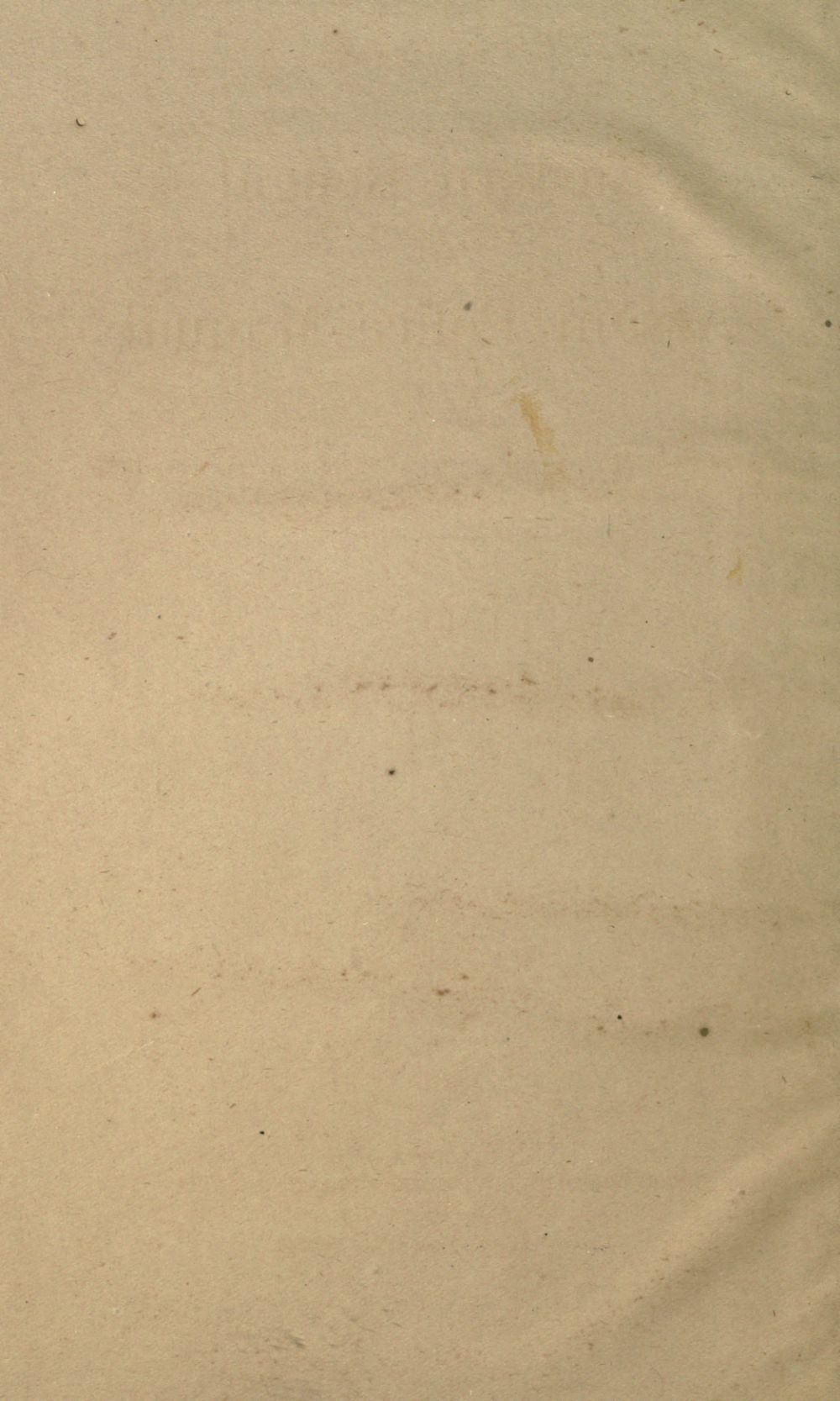


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Eastern Bengal

AND

Assam Police Manual

*Prepared by the Inspector General of Police under the orders of
the Government of Eastern Bengal and Assam in 1910.*

PART V

INSPECTORS AND POLICE STATIONS.



CALCUTTA

SUPERINTENDENT GOVERNMENT PRINTING, INDIA

1911



Eastern Bengal AND Assam Police Manual

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PART V

INSPECTORS AND POLICE STATIONS.



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REFERENCE TABLE.

Table I.—Showing where the rules of the Eastern Bengal and Assam Police Manual are to be found in the Bengal Police Code, and Assam Police Manual.

Abbreviations used in the Table.— { Chap. = Chapter.
App. = Appendix.

NOTE.—Opposite the number of each rule in the revised Manual has been given the numbers of the corresponding rule in the old code or Manual, even though owing to alterations made the rule no longer agrees exactly with the rule in the new Manual.

Reference to Eastern Bengal and Assam Police Manual.	Reference to Bengal Police Code.	Reference to Assam Police Manual.
1	1, chap. XIV	1, chap. XIV.
2	17 " "	16 " "
3	New " "	4 (c) " "
4	" " " "	New.
5	" " " "	" "
6	3 (a) chap. XIV	3 (a), chap. XIV.
7	New " " " "	New.
8	4 (a), (b) chap. XIV	4 (a), (b), chap. XIV.
9	20 " " " "	19 " "
10	4 (d) " " " "	New.
11	3 (a) " " " "	3 (a), (c), chap. XIV.
12	" " " " " "	New.
13	" " " " " "	" "
14	" " " " " "	10 " chap. XIV.
15	10 (a) to (f), (h) to (j), (l), chap. XIV	10 (b) to (f), (h), (i), (j).
16	New " " " "	New.
17	" " " " " "	" "
18	10 (g), chap. XIV	10 (g), chap. XIV.
19	New " " " "	New.
20	11 chap. XIV	" "
21	3 (b), (c) " " " "	3 (b), (c), chap. XIV.
22	New " " " "	New.
23	12, 13, 14 chap. XIV	12, 13, 14, chap. XIV.
24	7, 21 " " " "	7, 20 " "
25	6 " " " "	6, " "
26	5 " " " "	5, " "
27	New " " " "	New.
28	19, chap. XIV	18, chap. XIV.
29	22 " " " "	21 " "
30	" " " " " "	" "
31	} 16 " " " "	} New.
32	New " " " "	New.
33	1 chap. XVI	1, chap. XVI.
34	10, " " " "	10 " "

TABLE I—continued.

Reference to Eastern Bengal and Assam Police Manual.	Reference to Bengal Police Code.	Reference to Assam Police Manual.
35	Note under rule 29 (a), chap. XVI.	New.
36	New	"
37	"	"
38	14 (b), (c), chap. XVI	15, chap. XVI.
39	9 (a) " "	9 " "
40	" " "	New.
41	New	"
42	12 chap. XVI	12, chap. XVI.
43	5 " "	New.
44	26 (a) " "	25 " "
45	25 " "	24 " "
46	7 " "	7 " "
47	20 " VI	18 " VI.
48	8 (a), (b), (c) " XVI	8 " XVI.
49	New	New.
50	"	"
51	"	"
52	6 chap. XVI	6 chap. XVI.
53	4 (a), (b) " "	4, 5 (a) " "
54	New	New.
55	"	New.
56	49 chap. XVI	46 chap. XVI.
57	" " "	" " "
58	50, " "	New.
59	New	"
60	15, chap. XVI	16 chap. XVI.
61	38 (a) " "	38 (a) " "
62	23 " "	23 " "
63	3 " "	3 " "
64	2 " "	2 " "
65	16 " "	17 " "
66	New	New.
67	29 (b) (iii), chap. XVI	28 (b), (iii) chap. XVI.
68	29 (c) (i) " "	28 (c) " "
69	New	New.
70	29 (b) (i), chap. XVI	28 (b) (i), (iii) chap. XVI.
71	29 (f) " "	28 (f), (g) " "
72	29 (h) " "	28 (h) " "
73	29 (d), (e), (j) " "	28 (d), (e), (j) " "
74	29 (x) " "	28 (x) " "
75	29 (u) " "	28 (u) " "
76	29 (k), (l) " "	28 (k), (l) " "
77	29 (m) " "	28 (m) " "
78	29 (o) " "	28 (o) " "
79	29 (p) (i) " "	28 (p) (i) " "
80	29 (p) (iii) " "	New.
81		
82	} New	} New.
83		
84	29 (r) (i), (ii) " "	28 (r) chap. XVI.

TABLE I—continued.

Reference to Eastern Bengal and Assam Police Manual.	Reference to Bengal Police Code.	Reference to Assam Police Manual.
85	29 (v) chap. XVI	28 (v) (i), chap. XVI.
86	31 (d) " "	30 (d) " "
87	New	New.
88	30 chap. XVI	29 chap. XVI.
89	New	New.
90	66 A. (a), chap. XVI.	
91	New	
92		
93	66 A. (f), (g), (h), (i) chap. XVI.	New.
94		
95	New	
96	66 A. (b), (c), (d), (e) chap. XVI.	
97	New	28 (s) (ii), chap. XVI.
98	31 A. (a), (viii), (ix) chap. XVI.	30 (a), (v) " "
99	29 (bb) " "	30 (a), (v) " "
100	New	New.
101		
102	29 (c) (iii) chap. XVI.	New.
103		
104		
105	29 (dd) " "	New.
106	27 " "	26, chap. XVI.
107		
108		
109		
110	48 (h) " "	44 (h) " "
111		
112		
113		
114	New	New.
115	48 (i) (i) to (vi) and (viii), chap. XVI.	45 (i) to (v), chap. XVI.
116	48 (i) (vii) " "	45 (vi) " "
117	48 (k) " "	New.
118	8 (d) " "	New.
119	29 (aa) " "	28 (aa), chap. XVI.
120	" " " "	" " " "
121	20 " " " "	21 " " " "
122	New " " " "	New.
123	65 (m) " "	66 (m), chap. XVI.
124	New " " " "	New.
125	65 (a), (b), (c), (d) " "	66 (a), (b), chap. XVI.
126	New " " " "	New.
127	65 (d) " "	66 (c), chap. XVI.
128	New " " " "	New.
129	65 (e) (i), (iii), (iv) and (f), chap. XVI.	66 (d), chap. XVI.
130	65 (g), (h), (iv), (i), (v), (t) " "	66 (e), (f), (h) (iv), (i), (j), (k), chap. XVI.
131	31 (h), (ii) " "	30 (h) (ii), chap. XVI.
132	65 (n) " "	New.
133	31 (a) (iv) note " "	30 (a) N.B., chap. XVI.

TABLE I—continued.

Reference to Eastern Bengal and Assam Police Manual.	Reference to Bengal Police Code.	Reference to Assam Police Manual.
134	New	New.
135	} New	} New.
136		
137	31 (i) chap. XVI	30 (i) chap. XVI.
138	32 (l) " "	31 (l) " "
139	31 (a) (x), N.B., (f) (i), (iv) " "	30 (f) (i) " "
140	31 (a) (i), (ii), (iv) (viii), (ix), (x), (e) chap. XVI	30 (a) (x), (xi), (e) chap. XVI.
141	31 (c) chap. XVI	30 (c) " "
142	31 (b) " "	30 (b) " "
143	31 (e), (f), (ii), (iii), (h), (z), (l) chap. XVI	30 (e), (h) (i), (k) " "
144	28 (h) chap. IV	New.
145	31 (g) " XVI.	30 (g) chap. XVI
146	32 (a), (c), (h), (i), 33 (b) " "	31 (a), (i), 33 (b), 34 (i), (ii) chap. XVI.
147	31 (j) " "	32 (g) chap. XVI.
148	31 (e), 35 " "	30 (e), 34 (iii) " "
149	32 (g) " "	31 (g) " "
150	32 (j), (k) " "	31 (j), (k) " "
151	33 (e) " "	34 (iv) " "
152	18 " "	19 " "
153	19 (a) to (q) (v) " "	20 (a) to (g) " "
154	19 (g) (i) to (iii) and (vi) " "	20 (g) " "
155	21 (a), (b) " "	22 " "
156	29 (w) " "	28 (w) " "
157	48 (a), (b), (c), (e) " "	44 (a) to (e) " "
158	48 (f) " "	44 (f) " "
159	48 (g) " "	44 (g) " "
160	New	New.
161	"	"
162	40 (d) chap. XVI	40 (d) chap. XVI.
163	New	New.
164	"	"
165	"	"
166	40 (a), (b), (e), (f) chap. XVI	40 (a), (b), (f) chap. XVI.
167	New	New.
168	40 (j) chap. XVI	40 (j) (i), (ii) chap. XVI.
169	New	New.
170	40 c (ii) chap. XVI	40 (i) chap. XVI.
171	New	New.
172	"	"
173	"	"
174	41 chap. XVI	41 (a) chap. XVI.
175	42 (a) " "	42 (a) " "
176	42 (e) (iv), " "	42 (e) (iii) " "
177	New	New.
178	42 (g) chap. XVI	42 (h) chap. XVI.
179	New	New.
180	42 (e) (iii) chap. XVI	" chap. XVI.

TABLE I—continued.

Reference to Eastern Bengal and Assam Police Manual.	Reference to Bengal Police Code.	Reference to Assam Police Manual.
181	New	New.
182	"	"
183	42 (g), chap. XVI	42 (g) chap. XVI.
184	42 (h) " "	New.
185	New	"
186	"	"
187	"	"
188	74 (a) to (e) chap. XVI	"
189	New	"
190	"	"
191	"	"
192	2 " chap. XXI	11 (i) chap. XVIII.
193	1 " "	New
194	4 (a) " "	11 (iii) (a) " "
195	4 (b) " "	11 (iii) (b) " "
196	2 " "	11 (i) " "
197	3 " "	11 (i), (ii) " "
198	} 4 (c) " "	New.
199		"
200	4 (c) " "	"
201	4 (e) d) " "	"
202	4 (d) " "	"
203	4 (e) " "	"
204	New " "	"
205	8 A (e) " XVI	"
206	8 A (f), (g), " "	"
207	8 A (k) " "	"
208	8 A (m) (r) " "	"
209	8 A (n) " "	"
210	8 A (o) " "	"
211	8 A (v) " "	"
212	8 A (w) " "	"
213	8 A (x) " "	"
214	New " "	"
215	44 (h) (iii) " "	"
216	44 (g) (iii) " "	6 A (f) (iii) "
217	44 (g) (ii) " "	6 A (e), (f) (ii) "
218	44 (g) (v) " "	6 A (f) (iv) "
219	44 (g) (vi) (5) " "	New.
220	44 (g) (vi) (1) " "	6 (a) (xv) chap. XVIII.
221	45 (d) (xv) " "	6 " " "
222	44 (g) (vii) " "	New.
223	45 (d) (xiv) " "	6 (a) (xiv) chap. XVIII.
224	44 (c), (i), (iv) " "	6 A (a), (b), (c) " "
225	44 (c), (g), (iv) " "	6 A (d), (f) (iv) " "
226	44 (j) (10), (11) " "	4 " "
227	44 (d) (viii), (ix) " "	6 (a) (viii) (ix) " "
228	45 (d) (i) to (vi) " "	6 (a) (i) to (vi) " "
229	45 (d) (x) (i) " "	6 A (a) (x) " "
230	45 (d) (xi) " "	6 (a) (xi) " "

TABLE I—continued.

Reference to Eastern Bengal and Assam Police Manual.	Reference to Bengal Police Code.	Reference to Assam Police Manual.
231	45 (d) (xii) chap. XVI .	6 (a) (xii) chap. XVIII.
232	App. A .	App. A " "
233		
234		
235		
236		
237		
238	45 (d) (x) (2), (3)	New.
239	28 .	27 chap. XVI.
240	39 (a) to (ci) .	39 (b)
241	39 (d), (e), (f) .	39 (a)
242	39 (g) .	39 (m)
243	39 (h) (i), (ii) .	39 (n) (i), (ii)
244	39 (h) (iii) .	39 (n) (iii)
245	62 (a), (b), (c) .	63 (a)
246	62 (a) .	New.
247	62 (e) .	"
248	New .	63 (a)
249	63 (d) .	New.
250	59 .	"
251	New .	"
252	51 A .	"
253	New .	56 A
254	58 (g) .	New.
255	76 .	12 chap. XVIII.
256	New .	60
257	" .	60
258	" .	New.
259	" .	"
260	" .	"
261	66 .	67
262	52 (a), (f) .	50 (a), (b), (e)
263	52 (b) .	5 " "
264	52 (c), (d) .	50 (c)
265	52 (e) .	50 (d)
266	52 (g) .	50 (f)
267	71 .	72
268	New .	New.
269	72 (a), (b) (i) .	73
270	New .	New.
271	73 .	74
272	63, 63 (a) .	64
273	70 .	71
274	69 .	70
275	53 (a) (e) (i), (j), 54 (a), (b), (d) .	7, 8 (a), 9 chap. XVIII.
276	53 (b) (i), (d) .	New.
277	New .	"
278	53 (c) (i), (ii), (d) .	10
279	53 (f) (i) (ii) .	New.
280	53 (g) .	"

TABLE I—concluded.

Reference to Eastern Bengal and Assam Police Manual.	Reference to Bengal Police Code.	Reference to Assam Police Manual.
281	54 (c) chap. XVI.	New.
282	55 (a), (b) " "	52 (a), (b), chap. XVI.
283	New " "	New.
284	36 (a) " "	35 (a), (c), (e) chap. XVI.
285	36 (i) " "	37 " "
286	36 (b) " "	36 (a) " "
287	36 (c) " "	36 (a) " "
288	36 (d) " "	36 (b) " "
289	36 (e) " "	New.
290	36 (f) " "	
291	New " "	61 (f)
292	11 " "	11
293	17 " "	18
294	24 (a), (b) (vii), (c) " "	New (see chap. XV11)
295	13 " "	"
296 Blank		
297	78 (a) " "	New.
298	New " "	"
299	" " " "	"
300	47 (f), (g) " "	"

REFERENCE TABLE.

TABLE II.---Showing where the rules of the Bengal Police Code are to be found in the Eastern Bengal and Assam Police Manual.

Abbreviations used in this Table { App.=Appendix.
O.=Omitted.
Chap.=Chapter.

NOTE.—Opposite the number of each rule in the Bengal Police Code has been given the number of the corresponding rule in the Eastern Bengal and Assam Police Manual even though owing to alterations made the rule no longer agrees exactly with the rule in the new Manual.

Reference to Bengal Police Code.	Reference to Eastern Bengal and Assam Police Manual.	Reference to Bengal Police Code.	Reference to Eastern Bengal and Assam Police Manual.
Chap. XIV, Rule 1 . . .	1	Chap. XVI, Rule 8 A . . .	37
" " " 2 . . .	0	" " " 2 . . .	64
" " " 3 (a) . . .	6 and 11	" " " 3 . . .	63
" " " " (b) } . . .	21	" " " 4 (a) } . . .	53
" " " " (c) } . . .	0	" " " " (b) } . . .	0
" " " " (d) } . . .	0	" " " " (c) . . .	43
" " " 4 (a) } . . .	8	" " " 5 . . .	52
" " " " (b) } . . .	25	" " " 6 . . .	48
" " " " (c) . . .	10	" " " 7 (a) to (c) . . .	118
" " " " (d) . . .	26	" " " " (f) . . .	See Ry. Police Manual.
" " " 5 . . .	25	" " " 8 (a) to (d) . . .	205
" " " 6 (a) . . .	0	" " " " (e) . . .	206
" " " " (b) . . .	25	" " " 8 A (f) } . . .	See Ry. Police Manual.
" " " " (c) . . .	0	" " " " (g) } . . .	207
" " " " (d) } . . .	25	" " " " (h) to (j) . . .	See Ry. Police Manual.
" " " " (e) . . .	24	" " " " (k) . . .	208
" " " " (f) . . .	0	" " " " (l) . . .	209
" " " 7 . . .	15	" " " " (m) . . .	210
" " " 8 } . . .	18	" " " " (n) . . .	See Ry. Police Manual.
" " " 9 } . . .	15	" " " " (o) . . .	208
" " " 10 (a) to (f) . . .	0	" " " " (p) } . . .	See Ry. Police Manual.
" " " " (g) . . .	15	" " " " (q) . . .	208
" " " " (h) to (j) . . .	0	" " " " (r) . . .	See Ry. Police Manual.
" " " " (k) . . .	20	" " " " (s) . . .	0
" " " " (l) . . .	23	" " " " (t) . . .	See Ry. Police Manual.
" " " " (m) . . .	0	" " " " (u) . . .	211
" " " 11 . . .	30 and 31	" " " " (v) . . .	212
" " " 12 } . . .	2	" " " " (w) . . .	213
" " " 13 } . . .	0	" " " " (x) . . .	39 and 40
" " " 14 } . . .	28	" " " " (a) . . .	0
" " " 15 . . .	9	" " " " (b) } . . .	34
" " " 16 . . .	24	" " " 9 A . . .	292
" " " 17 . . .	29	" " " 10 . . .	42
" " " 18 . . .	App. A	" " " 11 . . .	
" " " 19 . . .	33	" " " 12 . . .	
" " " 20 . . .			
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" " " 100 . . .			

TABLE II—continued.

Reference to Bengal Police Code.	Reference to Eastern Bengal and Assam Police Manual.	Reference to Bengal Police Code.	Reference to Eastern Bengal and Assam Police Manual.
Chap. XIV, Rule 13	295	Chap. XIV, Rule 29 (p) (iii)	80
" " " 14	38	" " " " (q)	0
" " " 15	60	" " " " (r) (i)	} 84
" " " 16	65	" " " " (ii)	
" " " 17	293	" " " " (s)	} 0
" " " 18	152	" " " " (t)	
" " " 19(a) to (f)	153	" " " " (u)	75
" " " " (i) to (iii)	154	" " " " (v)	85
" " " " (g) (iv)	0	" " " " (w)	156
" " " " (v)	153	" " " " (x)	74
" " " " (vi)	154	" " " " (y) (z)	0
" " " 20	121	" " " " (aa)	119 and 120
" " " 21 (a) }	155	" " " " (bb)	99
" " " " (b) }		" " " " (cc) (i)	100
" " " " (c)		" " " " " (ii)	} 0
" " " 22	See Part III	" " " " " (iii)	
" " " 23	62	" " " " (dd)	105
" " " 24 (a)	294	" " " " 30	88
" " " " (b) (i) }	} 0	" " " " 31 (a) (i)	140
" " " " to (vi)		" " " " " (ii)	} 0
" " " " (b) (vii) }	} 294	" " " " " (iii)	
" " " " (c)		" " " " " (iv)	140
" " " 25	45	" " " " Note	133
" " " 26 (a)	44	" " " " 32 (a) (v)	0
" " " " (b) (c)	0	" " " " " (vi)	122
" " " 27	106	" " " " " (vii)	124
" " " 28	239	" " " " " viii	98 and 140
" " " 29 (a)	71	" " " " " (ix)	} 139 and 140
" " " N. B.	35	" " " " " (x)	
" " " 29 (b)	70	" " " " " N.B.	139
" " " " (i) }	67	" " " " " (b)	142
" " " " (ii) }		" " " " " (c)	141
" " " " (iii)		" " " " " (d)	86
" " " " (iv)	0	" " " " " (e)	148, 143 and 148
" " " 29 (c) (i)	68 and 73	" " " " " (f)	139
" " " " (ii)		" " " " " (ii) (iii)	143
" " " " (iii)	101 to 104	" " " " " (iv)	133
" " " " (d) (e)	73	" " " " " (g)	145
" " " " (f)	71	" " " " " (h) (i)	143
" " " " (g)	0	" " " " " " (ii)	131
" " " " (h)	72	" " " " " (i)	137
" " " " (i)	0	" " " " " (j)	147
" " " " (j)	73	" " " " " (k)	0
" " " " (k) (l)	76	" " " " " (l)	143
" " " " (m) (i)	77	" " " " 33 (a)	146
" " " " (ii) (iii)	0	" " " " " (b)	0
" " " " (iv)	77	" " " " " (c)	146
" " " " (n)		" " " " " (d), (e)	0
" " " " (o)	78	" " " " " (f)	134
" " " " (p) (i)	79	" " " " " (g)	149
" " " " (ii)	0	" " " " " (h), (i)	146

TABLE II—continued.

Reference to Bengal Police Code.	Reference to Eastern Bengal and Assam Police Manual.	Reference to Bengal Police Code.	Reference to Eastern Bengal and Assam Police Manual.
Chap. XVI, Rule 33 (j) (k)	150	Chap. XVI, Rule 42 (h)	184
" " " " (l)	138	" " " " (i)	0
" " " " (a) to (d)	0	" " " " (j)	178
" " " " (e)	151	" " " " (k)	0
" " " " (f)	0	" " " " (l) (m)	0
" " " " (g)	147	" " " " 43 (a) (b)	224
" " " " 34 (a)	0	" " " " (c) (i)	0
" " " " (b)	146	" " " " (ii), (iii)	224
" " " " (c)	150	" " " " (iv)	0
" " " " (d)	0	" " " " (d)	225
" " " " 35	148	" " " " (e)	0
" " " " 36 (a)	284	" " " " (f)	0
" " " " (b)	286	" " " " (g) (i)	217
" " " " (c)	287	" " " " (g) (ii)	216
" " " " (d)	288	" " " " (iii)	225
" " " " (e)	289	" " " " (iv)	218
" " " " (f)	290	" " " " (v)	220
" " " " (g) (h)	0	" " " " (vi)	0
" " " " (i)	285	" " " " (1)	219
" " " " 37	0	" " " " (2) (3) (4)	222
" " " " 38 (a)	61	" " " " (5)	0
" " " " (b)	0	" " " " (vii)	215
" " " " 39 (a) to (CI)	240	" " " " (viii), (ix)	0
" " " " (d) (e)	241	" " " " (h)	0
" " " " (f)	242	" " " " (i), (ii)	215
" " " " (g)	243	" " " " (iii)	0
" " " " (h) (i)	244	" " " " (h) (iv)	0
" " " " (ii)	0	" " " " (i) 1 to 9	223
" " " " (iii)	166	" " " " (10), (11)	0
" " " " 40 (a) (b)	0	" " " " (12)	0
" " " " (c) (i)	170	" " " " (k)	0
" " " " (ii)	162	" " " " 45 (a)	228
" " " " (d)	166	" " " " (b) (c)	0
" " " " (e) (f)	0	" " " " (d) (i)	227
" " " " (g)	168	" " " " to (vi)	229
" " " " (h) (i)	161	" " " " (vii)	238
" " " " (j)	174	" " " " (viii), (ix)	230
" " " " (k)	175	" " " " (x) (1)	228 and 231
" " " " 41 (a)	0	" " " " (2), (3)	0
" " " " (b)	0	" " " " (xi)	0
" " " " (c) (d)	0	" " " " (xii), (xiii)	0
" " " " (e)	180		
" " " " (i) (ii)	176		
" " " " (iii)	0		
" " " " (iv)	0		
" " " " (v)	183		
" " " " (f)			
" " " " (g)			

TABLE II—continued.

Reference to Bengal Police Code.	Reference to Eastern Bengal and Assam Police Manual.	Reference to Bengal Police Code.	Reference to Eastern Bengal and Assam Police Manual.
Chap. XVI, Rule 45(d)(xiv)	223	Chap. XVI, Rule 53(b) (ii)	0
" " " " (xv)	220 and 221	" " " " (c)	278
" " " " (xvi)	217	" " " " (i), (ii)	0
" " " " 45A		" " " " (iii)	276 and 278
" " " " 46	0	" " " " (d)	275
" " " " 47 (a) to (e)	300	" " " " (e) (i)	0
" " " " (f), (g)	0	" " " " (ii), (iii)	279
" " " " (h), (i)	157	" " " " (f)	280
" " " " 48 (a), (b), (c)	0	" " " " (i), (ii)	0
" " " " (d)	157	" " " " (g)	275
" " " " (e)	158	" " " " (h)	0
" " " " (f)	159	" " " " (i)	275
" " " " (g)	107 to 113	" " " " (j)	0
" " " " (h)		" " " " (k)	0
" " " " (i)	115	" " " " (l)	275
" " " " (i) to (vi)	116	" " " " 54 (a)	281
" " " " (vii)	115	" " " " (b)	275
" " " " (viii)	70	" " " " (c)	232
" " " " (j)	117	" " " " (d)	0
" " " " (k)	56	" " " " 55 (a)	345
" " " " 49 (a), (b)	0	" " " " (b)	0
" " " " (c)	56	" " " " (c)	254
" " " " (i), (ii)	87	" " " " (i), (ii)	250
" " " " (iii)	56	" " " " 56	0
" " " " (e)	0	" " " " 57	33
" " " " (f)	56	" " " " 58	0
" " " " (g)	0	" " " " (a) to (f)	245 and 246
" " " " (h)	0	" " " " 59	245
" " " " (i)	0	" " " " 59A	246
" " " " (ii), (iii), (iv)	57	" " " " 60	247
" " " " (h) (v)	0	" " " " 61	272
" " " " (i)	58	" " " " 62 (a)	0
" " " " (ii), (iii)	0	" " " " (b), (c)	125
" " " " 50	252	" " " " (d)	125 and 127
" " " " 51	262	" " " " (e)	129
" " " " 51A	263	" " " " (ii), (iii), (iv)	0
" " " " 52 (a)	264	" " " " (f)	129
" " " " (b)	265	" " " " (g)	130
" " " " (c)	262	" " " " (h)	0
" " " " (d)	266	" " " " (i), (ii)	0
" " " " (e)	275		
" " " " (f)	276		
" " " " (g)			
" " " " 53 (a)			
" " " " (b)			
" " " " (i)			

TABLE II—concluded.

Reference to Bengal Police Code.	Reference to Eastern Bengal and Assam Police Manual.	Reference to Bengal Police Code.	Reference to Eastern Bengal and Assam Police Manual.
Chap. XVI, Rule 65(k) (iii)	146	Chap. XVI, Rule 70	273
" " " " (iv)	130	" " " 71	267
" " " " (i), (j), (k)	0	" " " 72 (a), (b), (i)	269
" " " " (l)	123	" " " " (b) (ii)	0
" " " " (m)	132	" " " 73	271
" " " " (n)	261	" " " 74 (a) to (e)	188
" " " 66	90	" " " " (f), (g)	0
" " " 66A (a)	96	" " " 75	47
" " " " (b), (c), (d), (e)	92 to 94	" " " 76	255
" " " " (f), (g), (h), (i)	0	" " " 77	0
" " " 67	40	" " " 78A	297
" " " 68	274	" " " 79	0
" " " 69		" " App. A.	232

REFERENCE TABLE.

TABLE III.—Showing where the rules of the Assam Police Manual are to be found in the Eastern Bengal and Assam Police Manual.

Abbreviations used in this Table—{ App.=Appendix.
O.=Omitted.
Chap.=Chapter.

NOTE.—Opposite the number of each rule, in the Assam Police Manual has been given the numbers of the corresponding rule in the Eastern Bengal and Assam Police Manual, even though owing to alterations made the rule no longer agrees exactly with the rule in the new Manual.

Reference to Assam Police Manual.	Reference to Eastern Bengal and Assam Police Manual.	Reference to Assam Police Manual.	Reference to Eastern Bengal and Assam Police Manual.
Chap. XIV, Rule 1	1	Chap. XVI, Rule 1 (a)	0
" " " 2	0	" " " " (b), (c), (d), (e)	33
" " " 3 (a)	6 & 11	" " " " (f)	0
" " " " (b), (c)	21	" " " 2	64
" " " " (d)	0	" " " 3 (a)	63
" " " 4 (a), (b)	8	" " " 3 (b)	0
" " " " (c)	3, 6 & 11	" " " 4	53
" " " 5	26	" " " 5 (a)	0
" " " 6 (a)	25	" " " " (b)	52
" " " " (b)	0	" " " 6	46
" " " " (c)	25	" " " 7	48
" " " " (d), (e)	0	" " " 8	39
" " " " (f)	25	" " " 9	34
" " " 7	24	" " " 10	292
" " " 8	} 0	" " " 11	42
" " " 9	14	" " " 12	0
" " " 10	0	" " " 13	277
" " " 10 (a)	0	" " " 14	38
" " " " (b) to (f)	} 15	" " " 15	60
" " " " (g)	18	" " " 16	65
" " " " (h), (i), (j)	} 15	" " " 17	293
" " " " (k)	0	" " " 18	152 & 153
" " " 11 (a), (b)	20	" " " 19	153
" " " " (c)	294	" " " 20 (a) to (f)	153 & 154
" " " 12	} 23	" " " 21	121
" " " 13	0	" " " 22	155
" " " 14	2	" " " 23 (a) to (c)	62
" " " 15	0	" " " " (d)	See Part III
" " " 16	28	" " " 24	45
" " " 17	0	" " " 25	44
" " " 18 (a), (b), (c)	0	" " " 26	106
" " " " (d)	9	" " " 27	239
" " " 19	24	" " " 28 (a)	0
" " " 20	29	" " " " (b) (i), (ii)	70
" " " 21	App. A.	" " " " (iii)	67
" XVI, List of Books, etc.,			

TABLE III—continued.

Reference to Assam Police Manual.	Reference to Eastern Bengal and Assam Police Manual.	Reference to Assam Police Manual.	Reference to Eastern Bengal and Assam Police Manual.
Chap. XVI, Rule 28(b) (iv)	0	Chap. XVI, Rule 30(h) (i)	143
" " " " (c)	68	" " " " (ii)	131
" " " " (d), (e)	73	" " " " (i)	137
" " " " (f), (g)	71	" " " " (j)	147
" " " " (h)	72	" " " " (k)	143
" " " " (i)	0	" " " " 31 (a)	146
" " " " (j)	73	" " " " (b) to (f)	0
" " " " (k), (l)	76	" " " " (g)	149
" " " " (m) (i), (ii), (iii)	77	" " " " (h)	0
" " " " (iv)	73	" " " " (i)	146
" " " " (v)	77	" " " " (j), (k)	150
" " " " (n)	77	" " " " (l)	138
" " " " (o)	78	" " " " 32 (a) to (f)	0
" " " " (p) (i)	79	" " " " (g)	147
" " " " (ii)	0	" " " " 33 (a)	0
" " " " (q)	84	" " " " (b)	146
" " " " (r)	75	" " " " (c)	149
" " " " (s) (i)	97	" " " " (d)	0
" " " " (ii)	0	" " " " 34 (i), (ii)	146
" " " " (iii)	0	" " " " (iii)	148
" " " " (t)	75	" " " " (iv)	151
" " " " (u)	85	" " " " 34 A	0
" " " " (v) (i)	0	" " " " 35 (a)	284
" " " " (ii)	156	" " " " (b)	0
" " " " (w)	74	" " " " (c)	284
" " " " (x)	0	" " " " (d)	0
" " " " (y), (z)	119 and 120	" " " " (e)	284
" " " " (aa)	88	" " " " (f)	0
" " " " 29	140	" " " " 36 (a)	286 & 287
" " " " 30 (a) (i)	0	" " " " 36 (b)	288
" " " " (ii)	0	" " " " (d)	0
" " " " (iii), (iv)	98,	" " " " 37	285
" " " " (a) (v)	0	" " " " 38 (a)	61
" " " " (vi)	139	" " " " (b)	0
" " " " (vii)	122 and 123	" " " " 39 (a)	241
" " " " (viii)	124	" " " " (b)	240
" " " " (ix)	140	" " " " (c) to (l)	0
" " " " (x)	140	" " " " (m)	242
" " " " (xi)	133	" " " " (n) (i), (ii)	243
" " " " N.B.	0	" " " " (iii)	244
" " " " (xii)	142	" " " " 40 (a), (b)	166
" " " " (b)	141	" " " " (c)	0
" " " " (c)	86	" " " " (d)	162
" " " " (d)	140, 143 & 148	" " " " (e)	0
" " " " (e)	139	" " " " (f)	166
" " " " (f) (i)	0	" " " " (g), (h)	0
" " " " (ii)	0	" " " " (i)	170
" " " " (iii)	145	" " " " (j) (i), (ii)	168
" " " " (g)			

TABLE III.—continued.

Reference to Assam Police Manual.	Reference to Eastern Bengal and Assam Police Manual.	Reference to Assam Police Manual.	Reference to Eastern Bengal and Assam Police Manual.
Chap. XVI, Rule 40 (j)	} 169	Chap. XVI, Rule 56(A)	253
(iii)		" " " 57	} 0
" " " 41 (a)	174	" " " 58	
" " " " (b)	0	" " " 59	269
" " " 42 (a)	175	" " " 60	256 & 257
" " " " (b), (c),	} 0	" " " 61 (a) to	0
(d), (e) (i), (ii)		" " " (e)	
" " " 42 (e)	} 176	" " " " (f)	291
(e) (iii)		" " " 62 (a)	23
" " " " (iv)	} 0	" " " " (b)	0
" " " to (ix)		" " " 63 (a)	245 & 248
" " " " (f)	} 183	" " " " (b),	245
(i), (iii)		" " " (c), (d)	
" " " " (g)	178	" " " 64	272
" " " " (h)	0	" " " 65	0
" " " (i),		" " " 66 (a),	} 125
(j), (k)	0	" " " (b)	
" " " 43	0	" " " " (c)	127
" " " 44 (a),	157	" " " " (d)	129
to (e)		" " " " (e),	130
" " " " (f)	158	" " " " (f)	
" " " " (g)	159	" " " " (g)	} 0
" " " " (h)	107 to 113	" " " " (h)	
" " " 45 (i) to	115	" " " (i), (ii) (iii)	} 130
(v)		" " " 66 (iv)	
" " " " (vi)	116	" " " " (i)	} 0
" " " 46 (a), (b)	56	" " " " (j)	
" " " " (c)	0	" " " " (k)	} 0
" " " " (d),	} 56	" " " " (l)	
(e)		" " " " (m)	123
" " " " (f)	0	" " " " 67	261
" " " " (g),	} 56	" " " " 68	} 0
(h)		" " " " 69	
" " " " (i)	57	" " " " 70	274
" " " 47	} 0	" " " " 71	273
" " " 48		" " " " 72	267
" " " 49	} 262 & 263	" " " " 73	269
" " " 50 (a) (b)		" " " " 74	271
" " " " (c)	264	XVII	O. See rule
" " " " (d)	265		294
" " " " (e)	262	XVIII, Rule 1	} 0
" " " " (f)	266	" " " " 2	
" " " " (g)	264	" " " " 3	} 0
" " " 51 (a) (b)	275	" " " " 4	
" " " " (c)	0	" " " " 5	} 0
" " " 52 (a), (b)	282	" " " " 6 a	
" " " " (c),	} 0	" " " " (i) to	228
(d)		" " " (vi)	
" " " 53	245	" " " " (vii)	0
" " " 54	} 0	" " " " (viii),	227
" " " 55		" " " (ix)	
" " " 56		" " " N. B.	0

TABLE III—*concluded.*

Reference to Assam Police Manual.	Reference to Eastern Bengal and Assam Police Manual.	Reference to Assam Police Manual.	Reference to Eastern Bengal and Assam Police Manual.
Chap. XVIII, Rule 6 (x)	229	Chap. XVIII, Rule 8 (a)	275
" " " (xi)	230	" " " (b)	0
" " " (xii)	228 & 231	" " " 9	275
" " " (xiii)	228	" " " 10	278
" " " (xiv)	223	" " " (a)	0
" " " (xv)	220 & 221	" " " 11 (i)	192
" " " (xvi)	217	" " " (ii)	197
" " " 6 (b)	0	" " " (a)	
" " " 6A (a)	224	" " " (ii)	194
" " " (b), (c)		" " " (b)	
" " " (d)	225	" " " (iii)	195
" " " (e)	217	" " " (iv),	
" " " (f) (i)	0	" " " (v)	0
" " " (ii)	217	" " " (vi)	202
" " " (iii)	218 & 225	" " " (vii)	196
" " " (iv)		" " " (viii)	0
" " " 6B	0	" " " (ix)	0
" " " 6C			O. See rule
" " A. App.	232	" " " 12	255.
" " Rule 7	275		

LIST OF ABBREVIATIONS USED IN PART V OF THE EASTERN
BENGAL AND ASSAM POLICE MANUAL.

Actt.	Accountant.
Art.	Article.
Astt. S. P. and Astt. Ss. P.	Assistant Superintendent of Police and plural.
C. A. C.	Civil Account Code.
Chap.	Chapter.
Cir. and Cirs.	Circular and plural.
Const. and Consts.	Constable and plural.
C. I. D.	Criminal Investigation Department.
Cr. P. C.	Criminal Procedure Code.
Dept.	Department.
D. I. G. and D. Is. G.	Deputy Inspector General and plural.
Finl.	Financial.
F. P. and F. Ps.	Finger Print and plural.
F. P. B.	Finger Print Bureau.
G. O.	Government Order.
Govt. E. B. and A.	Government of Eastern Bengal and Assam.
I. P. C.	Indian Penal Code.
Insp. and Insps.	Inspector and plural.
I. G. P.	Inspector General of Police.
Judl.	Judicial.
Memo. and Memos.	Memorandum and plural.
No.	Number.
Notifn.	Notification.
O./C. and Os./C.	Officer in charge and plural.
O. P. and O. Ps.	Out Post and plural.
Para. and Paras.	Paragraph and plural.
P. R.	Police Register.
P. S. and P. Ss.	Police Station and plural.
Ry. and Rys.	Railway and plural.
Resln.	Resolution.
§ and §§	Section and plural.
Sub-Insp. and sub-Insp.	Sub-Inspector and plural.
S. P. and Ss. P.	Superintendent of Police and plural.

LIST OF ABBREVIATIONS USED IN PART V OF THE EASTERN
BENGAL AND ASSAM POLICE MANUAL.

Act.	Act.
Adm.	Adm.
Act. S. P. and Asst. S. P.	Act. S. P. and Asst. S. P.
C. A. C.	Civil Account Code.
Chap.	Chapter.
Cr. and Civ.	Criminal and Civil.
Const. and Const.	Constitution and Constitution.
C. I. D.	Criminal Investigation Department.
Cr. P. C.	Criminal Procedure Code.
Dept.	Department.
D. I. G. and D. I. G.	Deputy Inspector General and Deputy Inspector General.
Fin.	Financial.
F. P. and F. P.	Police and Police.
F. P. H.	Police and Police.
G. O.	Government Order.
G. O. S. P. and A.	Government of Bengal, Assam and Arunachal Pradesh.
I. P. C.	Indian Penal Code.
Ins. and Ins.	Inspector and Inspector.
I. G. P.	Inspector General of Police.
J. A.	Judicial.
Memo. and Memo.	Memoirs and Memoirs.
No.	Number.
Notif.	Notification.
O. C. and O. C.	Officer in charge and Officer in charge.
O. P. and O. P.	Out Post and Out Post.
P. and P.	Police and Police.
P. R.	Police Register.
P. S. and P. S.	Police Station and Police Station.
R. and R.	Railway and Railway.
Rev.	Resolution.
S. and S.	Section and Section.
Sub-Ins. and Sub-Ins.	Sub-Inspector and Sub-Inspector.
S. P. and S. P.	Superintendent of Police and Superintendent of Police.

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PART V.

INSPECTORS AND POLICE STATIONS.

INSPECTORS (RULES 1 to 32).

1. **Duties of Insps.**—Insps. are employed as Court Insp., as Insp. in charge of the Armed Reserve and as Circle Insp.

Their duties as Court Insp., and when in charge of the Armed Reserve are described in Parts IV and III respectively. The duties of Circle Insps. are dealt with in the following Paras. The circle comprises two or more P. Ss. and is generally coterminous with the subdivision of a district.

2. **Status of Insps.**—Insps. of Police of all grades will be received with the same consideration as is shown to subordinate executive and judicial officers, and they will be allowed the privilege of a chair whenever they may visit officers of Govt.

The list of Insps. of the 1st and 2nd grades is published in the Quarterly Civil List and their names are contained in the History of Services of Gazetted Officers.

3. **Relation of Insps. with S. P. and Sub-Insps.**—The Circle Insp. is responsible to the S. P. for the work of the police and particularly of the investigating officers subordinate to him. In his attitude towards the S. P. he must be entirely without reserve and he must keep him informed of all matters connected with the working of the Dept. in his circle. As regards his attitude towards his subordinates he must endeavour by all legitimate means to gain their confidence and respect; while taking proper notice of misconduct he must avoid being captious as regards petty faults which are capable of correction by advice and guidance. In particular he must keep a watch on the work of junior and inexperienced officers and endeavour to train them in the right path.

4. **Insps. must go on tour.**—In districts in which there is no Asst. or Dy. Ss. P. the Circle Insp. should be absent from head-quarters not less than 150 days. Elsewhere the minimum number of days has been fixed at 180. In any case he should be absent for at least 10 days in a month unless there are special reasons to the contrary.

The Circle Insp. is above all things a touring officer. He has no office and should not be given clerical work. He has very little work requiring his presence at head-quarters whilst in the *mofussil* he can always be usefully employed and his work should be judged largely by the amount of useful touring that he does. For these reasons Ss. P. would be generally justified in requiring of an Insp. that the number of days of absence should exceed considerably the minimum above prescribed.

(N.B.—An officer is considered as absent from his head-quarters on any day on which he proceeds on duty more than 5 miles from his head-quarters.)

He must read the Case Diaries submitted by the investigating officers but his supervision must be exercised to the utmost extent possible by personal communication on the spot. Written orders, though necessary sometimes, cannot be taken as a substitute for local supervision. If an investigation is being unduly delayed or otherwise misconducted, the Insp. should go to the spot to set things right. Again, in regard to less important errors, which do not require immediate correction, the Insp. instead of writing orders, should keep a note of the case in his Note Book and take the first opportunity of going over the Diary with the investigating officer and pointing out his mistakes.

5. **Insp. to inform *thana* officers of his address on tour.**—The Circle Insp. before leaving head-quarters for more than two days should issue to all Os/C of P. Ss. and O. Ps. a programme of the tour he proposes to make, noting all the Post Offices to which covers should be directed, so as to enable officers to send papers to him direct.

6. **Insp. to supervise cases locally.**—Insp. are specially responsible for investigation of serious and important cases conducted by their subordinates. These must be watched with the greatest care and must be personally supervised by the Insp. on the spot. But save in special circumstances Insps. should not be ordered to take investigations out of the hands of the Sub-Insp. in charge of the case nor should they do so of their own motion.

Sub-Insp. are responsible for the investigation work within their jurisdiction and a slur is cast upon them and their sense of responsibility is seriously weakened, if important and interesting cases are taken out of their hands. Such a course should be adopted only when the conduct of the Sub-Insp. himself is in question in the case or when he has shown himself incompetent for the task.

7. **Insp. may be given a writer and orderly.**—A literate Head Const. or Const. may be deputed either from a P. S. or from the Reserve to assist the Insp. in his few clerical duties. Similarly a Const. may be deputed to work as his orderly. But Insps. must beware of becoming in any way dependent either on their writer or on their orderly. They ought not to accompany the officer in the *mofussil* on any occasion when they are likely to hamper his movements.

8. **Insp. to submit Progress Memos. of investigation, Form No. 118 of Schedule XL. (A.).**—The Circle Insp. will keep the S. P. informed of the progress of investigations of all important cases by a short Memo. in Form No. 118 of Schedule XL. (A.), submitted after the perusal of each Case Diary on each day that a Diary is received. Moreover, in every case the final report of which is not sent in within 7 days of the date of the First Information, even though it be not classed as important, he will submit a similar Memo. reporting on the progress of the investigation and the cause of the delay, and shall continue to submit such Memo. until the case is finally reported.

In unimportant cases of which the final report is submitted within seven days of the date of the First Information, it will be sufficient if

he submits one Memo. commenting on the investigation, after the investigating officer has sent in his final report. This Memo. may be endorsed on the final report.

In unimportant cases in which the accused person or persons have been sent up for trial, the Insp. will submit no Memo. as the Court Officer's Concise Memo. will take its place, but the Insp. is not thereby freed from the duty of reading the Diaries as received and taking proper action, if any errors or omissions have occurred in the investigation.

So long as an Insp. is within his circle he is bound himself to submit these Memos. even when engaged in the interior in supervising cases or on inspection duty.

NOTE (i).—The term important cases is not defined. The S. P. should define the term by an order after taking into consideration the special requirements of the district and the amount of work which the Insp. have to do.

NOTE (ii).—These Memos. should be submitted in Special Report cases also and will supplement the copies of the Case Diaries sent direct to the S. P. for the preparation of fortnightly progress reports (*vide* rule 130), to be submitted by the Ss. P. under Part II of this manual.

9. Contents of Progress Memos.—These Memos. will show the progress made in the investigation; the steps taken to obtain a clue; to arrest absconders; the arrest, release on bail or sending up accused persons; the search of houses, and the finding of stolen property. If there has been delay in the investigation, the cause of the delay should be stated; in all cases the Insp. will note the action taken by him to remedy errors and omissions on the part of the investigating officer. If the real name and residence of the accused person is not known the action taken to ascertain them should be stated.

10. Disposal of copies of Case Diaries.—After dealing with the Case Diaries which must be treated as confidential, the Circle Insp. will keep them under lock and key in a box until the case is disposed of, when he will send them to the S. P. along with the Final Memo. of the case. See also rule 128.

11. Insp. must themselves correct faults of investigating officers.—Circle Insp. must realize that they are responsible for the investigation of cases and that they must therefore not only take notice of but also themselves correct all faults which they observe either from reading the Diaries or when supervising enquiries on the spot. It is not enough for them merely to note an error for the information of the S. P.; it is for them also to take action to correct it.

All faults noticed and the action taken should be mentioned by them on their Progress Memos. for the information of the S. P. It is only by this means that supervision over cases can be effective; for if it is left to the S. P. to correct errors detected, the time for effective interference has often passed.

12. Relation of Circle Insp. and Court Officers.—Except in places where there is an Insp. in charge of the Court Office the Circle

Insp. is responsible for the work of the Court Officer and must supervise it. He must in such places inspect the Court Office twice a year and record the result on the inspection book.

Whether the Court Officer is working in direct subordination to the Insp. or not there must be constant intercommunication between the two officers. The Circle Insp. will have a thorough knowledge of every important case before it reaches the Court Officer and he must discuss the case with the latter and instruct him on all points connected therewith.

13. Circle Insps. and Court Officers to work in the same room.—It is essential to the work both of the Circle Insp. and of the Court Officer that they shall work in the same or in adjacent rooms.

Where this cannot be arranged application must be made by the S. P. for sanction to such structural alterations as will render it possible. Insps. must do their work in office and not in their private houses.

14. Insps. to inspect P. Ss.—The Circle Insp. will thoroughly inspect all P. Ss. and O. Ps. in his circle twice a year. Inspections should be arranged for in such a manner as will ensure that the inspection of the S. P. and Insp. may not both be made within an unduly short interval of time.

It is not intended to limit the number of inspections to two should more be considered necessary. Occasional inspections as to particular points and to see whether orders passed have been carried out are most useful.

15. Instructions regarding inspections.—The Insp. should enquire into the real working of the police, and not be content with merely examining the *thana* registers and making out the usual tables of results of enquiries. This is undoubtedly part, and a very important part of his duties, but it fails as an efficient test of real work. To make an inspection thorough and complete the Insp. should always spend a part of his time in the *mufassil* of the *thana* inspected.

He should pick out a few cases while at the *thana*, and taking the copies of the Case Diaries with him should test the result of the enquiry on the spot.

In particular he should direct his attention to undetected cases of house-breaking, and to riot, grievous hurt and other cases which have been reported as false or non-cognizable.

He should also test by local enquiries the realization of fines, the enquiries as to absconders and Domiciliary Visit Reports, and when he is in the interior he should, when possible, check vital statistics.

He will look carefully into the matter of surveillance of bad characters, to ascertain whether the right men are being looked after. He should satisfy himself, whenever necessary, by local enquiry from the neighbours of the men concerned.

He should invariably superintend at least one day's attendance of *chaukidars*. He should see that the men are properly questioned, that

full information about bad characters, absconders, stolen property, and other necessary matters is conveyed to and obtained from them; that no instance of good work on the part of chankidars has escaped record and recognition and that they are regularly paid.

He must carefully inspect the kits of all officers and men and submit a report on them.

He will also see that the files of the I. G. P.'s Cirs. are complete and that the contents are known to officers. He will interrogate both officers and men to ascertain whether they are well acquainted with the names and antecedents, and doings of the active criminals of the jurisdiction. Above all he must see that orders passed at previous inspections have been carried out, and as regards errors detected in the current inspection, he will as far as possible have them rectified at once in his presence. Every inspection note should end up with a summary of the points which require action or attention or as an alternative every such point may be numbered with red ink in the body of the inspection note. Inspecting officers must not take the inspection book away from the P. S. or O. P. The inspection note should be written on the spot.

16. Testing of Domiciliary Visit Reports.—Every officer visiting a surveillé will send the Domiciliary Visit Report on the day following the visit, to the Circle Insp.—*vide* rule 184. The Insp. will keep all such reports with him until the close of the month following that in which the visit was paid. He must test a fair percentage of the reports belonging to those P. Ss. which he may visit during that period and note the fact on the report itself. It will rest with the S. P. to decide what a “fair percentage” is having regard to the number of surveillés and the accessibility of their homes. At the close of each month the Insp. will send to the S. P.'s Office all the reports relating to visits paid in the previous month arranged *thana by thana*; the reports sent by each officer being strung together.

Besides testing Domiciliary Visit Reports as directed above, Insp.s. should, as opportunity occurs, test the visits of the Police to other surveillés for whom Domiciliary Visit Reports are not submitted.

17. Work in P. Ss. not to be judged by statistics.—When inspecting P. Ss. and O. Ps. all inspecting officers must avoid any remark which may lend colour to the idea that the work of the investigating staff is or will be judged by statistics pure and simple. The statistics will be before them at the time of their inspections and should be used as a guide to the direction in which their attention should be applied, but such statistics should be omitted from the inspection note. The expression of praise or blame based on the percentages or figures only is prohibited.

18. Inspection of shops licensed under the Arms Act.—Insp.s. are required to inspect shops licensed under the Arms Act once every quarter except those shops which Sub-Insp.s. have been specially empowered by the District Magistrate to inspect. Such shops shall be inspected by the Insp. half-yearly.

19. Inspection of Petroleum in storage sheds.—All Police officers not below the rank of Insp. have been authorized to exercise the powers prescribed in § 9 of the Petroleum Act, 1899 (VIII of 1899), in respect of the inspection of Petroleum in the storage sheds of owners of motor vehicles authorized to possess dangerous Petroleum by virtue of a license granted in Form F under the rules for regulating the importation, possession and transport of Petroleum in Eastern Bengal and Assam, published in Notifn. No. 2738-G., dated 11th May 1910. (*Notifn. No. 2986-G., dated 12th May 1910.*)

20. Inspection of cattle pounds.—Insp. in Assam districts must visit cattle pounds. The successful administration of pounds depends in a great measure on their inspections. They will note at the foot of their monthly return of inspections how many pounds they have inspected within the month. See also rule 294.

21. Power to depute officers outside jurisdiction.—An Insp. within his own circle can order an officer attached to one P. S. to investigate a case which under § 156, Cr. P. C., should be investigated by the O/C of another P. S.

A Subdivisional Magistrate has not this power. If therefore he wishes to employ a Police officer to investigate a case outside the P. S. to which the officer is attached, he should communicate his wishes to the Circle Insp. who will do his best to comply with them.

22. Co-operation.—Insp. of circle on the border of districts will arrange to meet the Insp. of the neighbouring districts once every four months to exchange information and concert measures in regard to crime. An account of each meeting will be given in the next Daily Report submitted by the officers concerned.

The rules regarding co-operation meetings are given in I. 101 to 104.

All Insp. will put down strongly and at once any tendency to jealousy between officers of neighbouring stations and compel them to combine for the detection of criminals.

23. Travelling and travelling allowance.—The rules regulating the travelling allowances of Insp. are dealt with in Part II of this manual. The pay of Insp. has been fixed so as to compensate them for the cost of ordinary journeys within their jurisdiction—see *Art. 1039, C. S. R.* Every Circle Insp. therefore employed in a place where ponies can be used must keep a serviceable pony and in places where the ordinary means of communication are by water must, unless a Govt. boat is supplied, himself provide the means of getting about. Insp. should not use the railway for journeys on inspection duty, and Travelling Allowance bills for such journeys will not be passed. Bills for railway travelling will only be passed when the S. P. certifies that the duty was urgent.

24. Personal Diary, Form No. 119 of Schedule XL. (A).—Each Circle Insp. will keep a Diary. It will be written in duplicate with carbon paper and the original will be sent daily to the S. P. with the object of keeping him informed of all of interest that goes on in the sub-district. Matters connected with the investigation of the cur-

rent cases should not find entry in the Diary. The entries in the Diary must not be merely of a routine nature. They should not be confined to police matters but should relate to all matters of public interest. The carbon copies of the Diaries should be carefully and neatly kept, so that they may serve as a means of information to the Insp.'s successor. The date and hour of each entry, the times of arrival and departure, the distances travelled, etc., should be mentioned in the Diary.

25. Register of receipt of General Diaries.—Each Circle Insp. will keep a register in Form No. 120 of Schedule XL (A), in which will be noted the date of receipt of each General (*i.e.*, Station) Diary. An explanation must be called for if any Diary is received late. The register will be divided into as many parts as there are P. Ss. or O. Ps.

All Diaries will be perused by the Insp. himself. He must not delegate the duty to his Head Const. All Diaries will be kept in a file till the end of the month when they will be sent to the office of the S. P. for record. Insp.s. should, by judicious comments, encourage their subordinates to make the Diaries as complete and full as possible.

26. Insp.s.' Note Book.—Every Circle Insp. will keep a small Note Book in which he will make a note of the following particulars in regard to all cases investigated by officers subordinate to him which require his attention or in which he has found it necessary to take action owing to the manner in which the investigation has been conducted :—

1. Name of P. S.
2. No. and date of case.
3. Crime and section.
4. Point requiring attention.
5. Action taken.

The object of the Note Book is two-fold—first to ensure that important matters which require the Insp.'s attention are not overlooked and secondly to enable inspecting officers to see that Insp.s. are exercising proper supervision over the work of officers subordinate to them (*Cir. No. 12 of 1908.*)

The Note Books, when filled up, should be kept for the inspection of superior officers. It should be written up at the time when the Case Diaries of investigating officers are perused or at any other time when the point requiring attention is brought to notice. The Note Book may be used for any other notes which the Insp. may wish to make in connection with crime or cases.

27. File of Mufassil Diary.—The Insp. after taking necessary action on *Mufassil* Diaries received from officers subordinate to him *vide* rule 58 will keep them in monthly bundles *thana* by *thana*. At the end of the year they will be sent to the S. P.'s office and there destroyed after 3 years.

28. Daily Report, Form No. 121 of Schedule XL (A).—Each Circle Insp. will compile from the General (*i.e.*, Station) Diaries sent to him daily from each P. S. and O. P. subordinate to him a Daily Report in Form No. 121 of Schedule XL (A), and submit it to the S. P. The object of the Daily Report is to keep the District Magistrate and

S. P. informed of what is going on in the district. In the report therefore will be noted the cognizable cases and the unnatural deaths reported, the state of the weather and crops and any other matters which the Magistrate should know.

The Daily Report will be submitted to the Sub-Divisional Magistrate in sub-divisions for perusal and return. It will then be forwarded to the S. P. who will send it to the District Magistrate. The latter will return it to the S. P. with his remarks and orders.

If the Circle Insp. is on tour and the Daily Report cannot be prepared by the Asstt. S. P. or Dy. S. P., the duty may be delegated to the Court Officer, but it should not be so delegated except when necessary.

29. Monthly Return of inspections.—Circle Insp. will submit on the first of each month, a Return of inspections made by them to the Ss. P. in Form No. 122 of Schedule XL. (A.). An explanation of the reason will be given of the failure to inspect any P. S. or O. P. within the half-year. On the back of the return, Insp. should give an abstract of any miscellaneous duties other than inspection which they may have performed during the month. The number of days spent on tour should be noted.

30. Examination of Insp., etc., in languages.—All native Insp. who may hereafter be transferred to a district in which the language spoken (either Assamese, Bengali or Khasi) is not their mother tongue will have to pass an examination in the language of the district within a year of their arrival in the district.

European or Eurasian Insp. will be required to pass in the vernacular of the district (either Assamese or Bengali) to which they may be transferred within one year of such transfer. In case they are transferred to another district in which another vernacular is the language, they will be required to pass also in that vernacular within two years of such transfer.

N.B.—(i) An Insp. will be entitled to the reward prescribed in Government of India's letter No. 589, dated 19th August 1899, on his passing the examination in the Khasi language.

(ii) For rules regarding examination in the Khasi language see Assam Administration Memo. No. 5279, dated the 31st August 1899.

Insp. failing to pass their examination within the prescribed period will be liable to reduction to lower rank, or in the case of officers appointed direct to Inspectorship to removal.

No Insp. will be exempted from the examination which he is required by the above rules to pass, except with the special sanction of the I. G. P.

As regards Assamese and Bengali, separate examinations will be held for each Range half-yearly in about May and November and will be conducted by the D. I. G. of the respective Ranges.

The time and place of examination will be fixed by them, and previously notified in the Police Gazette.

The subjects for the examination will be as follows :—

(a) For native Insp.—

- (i) To make a translation in English of a vernacular paper read out to them.
- (ii) To read out a vernacular paper and dictate orders in the vernacular on such a paper.
- (iii) To translate into the vernacular in writing an English report connected with a criminal case.
- (iv) To converse correctly and with facility in the vernacular with two or three natives in the subject with which they have official concern.

(b) For European or Eurasian Insp.—

- (i) To make a translation in English of a vernacular paper read out to them.
- (ii) To dictate orders in the vernacular on such a paper.
- (iii) To read and translate orally a simple vernacular paper.
- (iv) To converse correctly and with facility in the vernacular with two or three natives in the subjects with which they are likely to have official concern.

The maximum marks will be 50 for each of the subjects (i), (ii), and (iii) and 100 for subject (iv) in each case. Half marks will pass.

The D. I. G. will submit his report of each examination to the I. G. P. for final orders in a confidential cover, together with the question and answer papers after being corrected and marked.

(N.B.—Rules for the language examination of Insp. apply also to Sub-Insp. of Police.)

31. Examination of Insp., etc., in Law and Procedure.—Every Insp., before being confirmed as such, must have passed an examination in Law and Procedure. Any Insp. who fails to pass within two years will be liable to reduction to lower rank, or in the case of an officer appointed direct, to removal.

The examination will include one paper without books on the Police Act, the I. P. C., the Cr. P. C. and the Evidence Act, and selected portions of the Police Manual and one with books on these Acts as well as Excise, Opium, Arms, Fishery, Cattle Trespass Acts, Chapters I, IV, VII, and VIII of the Inland Steam Vessels Act (VI of 1884) and the Police Manual generally.

The examination will be held in the presence of the S.P. at the head-quarters of each district in which there are officers to be examined. The papers will be set and corrected by the I. G. P. or an officer nominated by him.

No Insp. will be exempted from the examination without the special sanction of the I. G. P.

Any Sub-Insp. of not less than five years' service will be allowed to compete for the examination. An officer who has passed the examination

as a Sub-Insp. will not have to again pass it on being promoted to the rank of Insp.

No officer, neither an Insp. nor a Sub-Insp. should ordinarily be appointed to be in charge of a Court Office unless he has passed this examination.

The examination will be held twice a year, in May and November on dates which will be notified in the Police Gazette.

32. Examination of Insp.s. of Armed Police Reserve.—Insp.s. of the Armed Police Reserve should have a sufficient knowledge of the language locally spoken and of law for the performance of their duties and in particular should know thoroughly Chapters IV to IX (inclusive) and Chapter XI of the Cr. P. C. and Act V of 1861 and likewise the Part on "Reserve duties" in the Police Manual. It will not be necessary for them to pass any written examination in either subject. But before an Insp. of the Armed Reserve is finally confirmed in the service or (if he has been promoted) in the post of Insp., the D. I. G. will be required to certify after such oral examination as may be necessary that the Insp.'s knowledge of law and his colloquial acquaintance with the vernacular in common use in the district to which he is attached are sufficient for the performance of the duties. (*G. O. No. 2706 J., dated 18th June 1908.*)

POLICE STATIONS AND OUT-POSTS.

DEFINITIONS, POWERS AND CERTAIN GENERAL INSTRUCTIONS.

(RULES 33 to 58.)

33. P. Ss., O. ps., &c., defined --Police posts include P. Ss., independent O. Ps., subordinate O. Ps., beat-houses, road posts and town O. Ps.

A P. S. means as defined in section 4 (s), Cr. P. C., any post or place declared generally or specially by the Local Govt. to be a P. S., and includes any local area specified in this behalf.

An O. P. is included within this definition if it has been declared a P. S. by the Local Govt.

O. Ps. are either independent or subordinate. At an independent O. P. the same registers are maintained as in a P. S., and reports are submitted direct from such an O. P. to sub-divisional head-quarters, or to district headquarters if the O. P. is in the sadar sub division. For a subordinate O. P. there is no separate First Information Report book. The cases occurring within the O. P. jurisdiction are treated as belonging to the parent P. S. and all reports are submitted to the P. S. A register of all cases enquired into in Form No. 147 of Schedule XL(A) is kept.

The term investigating centre comprises P. Ss. and O. Ps. An investigating centre should ordinarily be in charge of a Sub-Insp.

Beat-houses are usually in charge of Head Consts. who perform miscellaneous duties. They do not ordinarily investigate crime, but must take any necessary preliminary step, such as pursuit of thieves, arrest of offenders, &c.

Under Bengal Govt. Notifn. No. 1081 J. D., dated the 1st October 1898, published at page 1047, Part I of the Calcutta Gazette of the 5th idem, Head Consts. in charge of beat-houses are empowered to act under § 174 (I) of the Cr. P. C. (Act V of 1898), on the occurrence of an unnatural death.

Road posts are ordinarily manned by Consts. only, whose duty it is to patrol and watch bad characters.

Town O. Ps. are for the town police employed on watch and ward duty.

34. Supervision of O. Ps.—Os./C. of P. Ss. are to supervise the work of all subordinate O. Ps. by quarterly visits of inspection, and by a perusal of the General and Case Diaries sent from the O. P. through the P. S.; but these reports are not to be sent to the Sub-Insp. if he is absent from the P. S. A Sub-Insp. in charge of a P. S. may overrule the decision of an O/C of a subordinate O. P. as regards the submission of a Final Report Form and send in a Charge Sheet or Final Report Form, as he may deem fit. Should he do this he must state his reasons fully in the Final Report or Charge Sheet Form.

35. O/C of P. S. defined.—O/C of a P. S. is defined in clause (p), § 4, Cr. P. C. (Act V of 1898), which distinctly excludes Consts. That section, however, vests the Local Govt. with the power of including in the definition any Police officer other than those included in it. Under clause (s) of the same section an O. P. is included in the definition of a P. S., so the definition contained in clause (p) includes an O/C of an O. P. No orders having been passed by the Local Govt. under this section the officer appointed by the S. P. to have charge of the station, is, so long as he is present at the station house and fit for duty, the only officer who has the power of an O/C of a P. S. When he is absent from the station house on duty, or is incapacitated by illness, the officer next in rank, whether a Sub-Insp. or a Head Const. becomes the O/C of the P. S., and if he in turn leaves the station house, the next senior officer remaining at the station house becomes the O/C of the P. S. It will be observed that a Const. can never be an O/C of a P. S.

If an O/C of a P. S. is unable through illness to attend at the station, he must not do his work at home, but must make over charge to the officer next in rank, reporting the facts in the General Diary. § 551, Cr. P. C., authorises Police officers superior in rank to an O/C of a P. S. to exercise the same power, throughout the local area to which they are appointed, as may be exercised by such officer within the limits of his station.

N.B.—The term Police Officer superior in rank to an O/C of a P. S. means Insp. of Police and Police Officers of higher rank.

36. Powers of O/C of P. S.—An O/C of a P. S. exercises as such, varied powers under the Cr. P. C. The chief of them are summarised below :—

- (i) Power to arrest vagabonds, habitual robbers, etc. (§ 55, Cr. P. C.)
- (ii) Power to endorse a warrant for execution outside the jurisdiction of the issuing court (§ 84, Cr. P. C.)
- (iii) Power to issue a written order for the production of anything required for the purposes of an investigation (§ 94, Cr. P. C.)
- (iv) Power to disperse unlawful assemblies (§§ 127 and 128, Cr. P. C.)
- (v) Power to enter any place within his jurisdiction and search for false weights and measures (§ 153, Cr. P. C.)
- (vi) Power to investigate cognizable cases within his jurisdiction (§ 156, Cr. P. C.)
- (vii) Power to depute one of his subordinate officers to investigate cognizable cases within his jurisdiction (§ 157(I), Cr. P. C.)
- (viii) Power to search a house or other place within his jurisdiction for anything necessary for the conduct of an investigation and also to require the O/C of another P. S., whether in the same or a different district to cause a search to be made for the said purpose. (§§ 165, 166, Cr. P. C.)

(ix) Power to investigate cases of sudden or suspicious deaths (§ 174, Cr. P. C.)

(x) Power to release on bond or on bail (§§ 60, 170, 496, 497, Cr. P. C.)

37. Duties of Head Consts. at P. Ss.—One literate Head Const. or more is attached to each P. S. or O. P. A Head Const., though he may fall within the definition of an O/C of a P. S. (*vide* rule 35 above), must not be employed on investigation except in an emergency when no Sub-Insp. is available to take up the case and the investigation is urgent.

The primary duty of these Head Consts. is to do all the clerical work of the P. S. which is not required by rule or standing orders to be done by the Sub-Insp. in charge. But when there is more than one Head Const. at a P. S. or O. P. or when the Head Const. can be spared without detriment to his clerical duties a Head Const. may be employed on other miscellaneous duties, such as serving warrants, making house searches, making enquiries as to bad characters and absconders and unnatural deaths in which there is no ground for suspicion; dealing with intestate property cases and realizing fines. They should not ordinarily be employed in enquiries under §§ 107 and 145, Cr. P. C.

38. Instruction of Consts. and chaukidars at P. Ss.—Os/C of P. Ss. are responsible that their subordinates are acquainted with their powers and duties under the laws and orders in force. They must give them instruction in these subjects and particularly in regard to Cir. orders of the I. G. P. Their instructions should be accompanied by explanation and illustration to ensure that the men understand the practical application of the orders. They must also see that the Consts. know the names, characteristics and haunts of bad characters and of absconders. Similarly village chaukidars should be instructed as to the offences for which they can arrest, the articles in use in the district which are exciseable, what quantity of the latter a person may possess, and their duties in regard to reporting crime and the movements of suspected persons.

39. Consts. not to be sent out with indefinite orders.—Consts. may not be deputed unaccompanied by a senior officer on beat duty but they may be sent out unaccompanied for a definite purpose, *e.g.*, to ascertain whether a bad character is absent from his village. When so deputed a Const. must be given a Command Certificate, stating where he is to go, the duty to be performed and the time to be taken in performing it.

40. Command Certificate.—Every Head Const. in charge of an escort and every Const. deputed on any special duty within or without the jurisdiction of the P. S. or O. P. will be given a Command Certificate in Form No. 99 of Schedule XL (A). All certificates when received back will be kept together in a file.

41. Deputation of Consts. to adjoining districts to learn bad characters.—

(i) In order to enable the Police of one district to gain a personal knowledge of the bad characters of the bordering stations of another

district, the S. P. should depute a Const. for a period of not more than six or less than three months from each of his border P. Ss. to the border P. S. of the adjoining district, in exchange for a man of that P. S.

(ii) Consts. thus deputed should be considered as attached to the district to which deputed for all purposes, except their pay and clothing, and will be under the control of the O/C of the P. S. or O. P. to which they are deputed.

(iii) This order also applies to all P. Ss. which adjoin districts of the Lower Provinces and the State of Cooch Behar, and interchange of Consts. with such districts should be made in the same manner as with districts of Eastern Bengal and Assam.

The O/C of the P. S. or O. P. to which the Const. is deputed, should before the latter returns to his own district, sign a certificate that the Const. knows and can identify the bad characters under surveillance in that P. S. or O. P. (*vide I. G. P.'s Cir. No. 1 F., dated the 19th February 1906, and letter No. 8758-83, dated the 14th May 1906*).

42. Police not to be employed on extraneous duties.—It is the wish of Govt. that Police should not be employed on miscellaneous duties, such as (i) the collection of arrears of pay of chankidars; (ii) the collection of famine advances; (iii) the collection and management of farms or ferries held *khas*; (iv) income tax enquiries and collections; (v) disbursement of pay or the realisation of money on account of other Dept.; (vi) the publication of miscellaneous notices by beat of drum; (vii) the collection of vaccination fees and the guarding of Municipal and District Board tanks. Such duties tend to take up time which might be more usefully devoted to the repression and detection of crime.

43. Police officers to ordinarily live in their quarters.—All the officers and men of the P. Ss. and O. Ps. must ordinarily live on the premises.

44. Exemption from ferry tolls and tax on horses.—Police officers proceeding on duty are exempted from the payment of ferry tolls.

A police officer in a Municipality is allowed to keep one horse free from the payment of any tax on horses.

45. General instruction regarding writing of registers.—No alterations in the form or mode of keeping the books prescribed in this manual and no addition to their number may be made without the sanction of I. G. P. No page may be torn out of a prescribed register. Any correction necessary shall be made by drawing a line through the mistake, so as to leave the word erased legible and by writing the correct word above or in the margin. A piece of paper shall not be pasted over a mistake. All corrections shall be attested by the signature of the officer making them. No register may be rewritten without the express permission of the S. P.

46. Copies of police papers not to be given.—Police officers of all grades are forbidden to give copies of Case Diaries and other police records, or furnish any unauthorized information to the public, or to

allow any person other than a Police officer to write, copy, have access to or give extract from police reports, registers or returns. Any Police officer violating these orders will be liable to be prosecuted under § 29, Act V, 1861.

47. Reports to be clearly written and margin to be left.—Written reports should have a wide blank margin. If the paper is written on both sides the same portion of the paper should be left blank on both sides. All Police officers should do their best to write neatly and clearly and sign their names and designation legibly. Vernacular papers in particular are often illegibly written.

48. Co-operation between P. Ss.—There should be constant communication between the neighbouring stations of different districts as well as between stations of the same district. Sub-Insp. in charge of border stations will meet every two months to exchange information and concert measures; an account of such meetings will be given in the next General Diaries submitted by the officers concerned.

Crime should not be regarded from a local point of view. A Police officer should strive to repress crime elsewhere, quite as much as in his own jurisdiction. A good station officer ought to possess the fullest information in regard to the released convicts and suspected characters of his jurisdiction, and should communicate this information freely to his neighbours.

49. Telegrams by investigating officers.—O/C of P. Ss. and O. Ps. will be supplied with certain number of stamps of 6 annas and 2 annas value for the purpose of conveying intelligence regarding criminals, by telegraph, from station to station (*vide* II. 393.) A register as detailed in II. 394 will also be maintained at each P. S. and O. P. When the stock of stamps gets low the O/C will send to the office of the S. P. the receipts in original of the telegrams issued by him. A file of copies of telegrams despatched should be kept at each P. S. and O. P., and inspecting officers should examine the telegrams to see that they have not been sent unnecessarily, and that they are succinctly worded.

The attention of all Police officers is drawn to the provisions of rule 3, section I of the Indian Telegraph Guide regarding the acceptance by Telegraph offices of express telegrams when an office is closed. Should circumstances require the immediate intimation of information officers should not hesitate to take advantage of this rule. The Telegraph Guide can be seen at any Telegraph office.

50. Posting of sentries in *mufassil* P. Ss.—The regular posting of sentries in *mufassil* stations is necessary only when there are prisoners in the lock-up or valuable property in the *Malkhana*.

No standing sentry need ordinarily be posted at such a station, but at night one of the Consts. shall be told off to sleep in front of the door of the P. S. which shall be securely fastened.

It shall be the duty of this Const. to rouse the O/C of the station at any hour of the day or night when he is required for public service. When there is a prisoner in the lock-up or valuable property in the *Malkhana* a regular sentry must be posted.

51. Posting of sentries in town P. Ss.—In town P. Ss. a regular sentry must be posted and relieved every two hours. The O/C of the station will assemble the Consts. present at the station every morning and evening and tell off the Consts. in the order of their watch for the ensuing day or night and enter the orders in the General Diary, a Head Const. or a senior Const. being placed in charge of the watch, his duty being to see that the sentries are relieved at the proper time during the night. The Head Const. or Const. in charge of the watch should always sleep close to the sentry, so that his assistance can be obtained, if necessary, without the sentry leaving the post.

52. Sub-Insp. to keep a pony.—Where a horse or a pony can be used Sub-Insp. are bound to keep a serviceable animal on which a fair day's journey can be made. Where roads are suitable and local conditions favourable, a bicycle may be used instead of a pony with the written permission of the S. P. They will get a fixed conveyance or horse allowance of Rs 15 per mensem. For details see II. 221. Station officers when travelling within their jurisdiction should not use the railway unless it is necessary to do so in order to reach their destination in time for the performance of an important duty. For rules regarding the daily allowance of Sub. Insp. see II. 305.

Certain P. Ss. and O. Ps. are provided with boats for the use of officers employed in investigation and other station duties. They will be hired with their crews for the time specified in the district allotments. Ss. P. should see that both boats and crews are efficient. Wages of crews, hire of boats, etc. of Insp., Sub. Insp., and process serving boats must not exceed the rates fixed by the I. G. P. These rates will on no account be paid to officers in shape of personal allowance for boats, but the payment must represent the actual expenditure incurred by the officers on their boats.

53. Transfer of charge of P.S. or O.P.—When an officer takes over charge of a P. S. or O. P. he will report to the S. P. the hour of taking over charge. He will examine the Govt. property, cash and registers and if correct will submit a certificate in the following form.

"I have carefully examined all the current registers and files, and satisfied myself of their correctness as far as lay in my power. The amount of cash in hand this day, Rs _____, has been received by me in full, and is on the following accounts (here give details).

I have also received Govt. property as per list attached, which I have compared with the authenticated list (here the relieving officer will make any remarks he may wish to)"

If any discrepancy is found he will modify the certificate accordingly and the officer making over charge will submit his explanation. No Police officer shall leave his post until regularly relieved unless he has received special permission to do so from the S. P.

These rules need not be observed in cases of temporary absence, as for instance when an O/C of a P. S. proceeds to headquarters to give evidence. In such cases it will be sufficient if the two officers concerned note in the General Diary the fact of having made over and received charge.

54. Prosecution of Police Officers.—The rules regarding the defence of public servants by Government and the payment of their expenses will be found in rule 11, chapter II, of the Practice and Procedure Manual and in the Civil Suit rules.

55. Reporting of cases instituted against Police Officers.—

(i) When a criminal case or civil suit arising out of or connected with acts done in the discharge of public duty, is brought against a Police officer, he must report the fact at once to the S. P., and if he fails to do so, the delay will imperil the consideration on its merits of the question whether the costs of his defence are to be repaid to him, and if the delay is serious the payment of the full costs will not be recommended to Government.

(ii) Ss. P. are responsible that the fact that a case has been instituted against a Police officer is brought at once to the I. G. P.'s notice through the District Magistrate, and a further full report is submitted to him through the same channel without delay.

(iii) A full report of the facts does not mean merely a statement of the facts as represented by the officer concerned, but an impartial statement of the facts, together with the opinion of the local officer as to whether or not the officer concerned should be defended at the cost of Government or his expenses repaid to him.

56. General Diary. Its contents.—The General or Station Diary, Form No. 148 of schedule XL(A), is prescribed in § 44, Act V of 1861. It will be kept at all P. Ss. and O. Ps. The O/C is responsible that it is punctually and correctly written. He must himself make all but the routine entries. The Diary will be written in duplicate with carbon paper. Each book will contain 200 pages duly numbered.

Every occurrence which may be brought to the knowledge of the officers of police will be entered in the General Diary at the time at which it is communicated to the station, and if no incident be communicated during the day, this fact will be noted in the Diary before it is closed and despatched.

In the General Diary will be recorded, as concisely as is compatible with clearness, all complaints and charges preferred, whether cognizable or not, the names of the complainants, the names of all persons arrested, the offences charged against them, the weapons or property of which the police have taken possession and the names of the witnesses who have been examined. In case of a person arrested, his name, the number of the case in which arrested, the dates of arrest and receipt in the *thana* lock-up, the date and hour when forwarded to the court and the expenses if any incurred in feeding will be noted.

Information obtained in regard to the following matters relating to general administration shall also be entered in the General Diary. The state of crops, roads, rivers, bridges, railway fences, Govt. buildings, ferries, embankments, trees, telegraph lines, etc., the occurrence of large fires, inundations, storms, railway or other serious accidents; the outbreak, prevalence, or cessation of cholera, small-pox, fever, or other epidemic disease; serious cattle disease; the passage through, or gathering

together within the limits of the station circle, of large bodies of people ; arrival and despatch of prisoners ; receipt and disbursement or transmission of cash ; particulars of taking and making over charge of the station or O. P., distribution of duty amongst officers ; departure and arrival of officers to and from *mufasil* or on and from leave ; transfers and new arrivals of officers ; misconduct or instances of meritorious behaviour on the part of subordinates ; arrival and despatch of *ddk* ; submission of periodical returns, and the imparting of instruction in drill, procedure, and other duties to Consts. All information as to threatened disturbances should be entered in the General Diary. Attendance of village *chaukidars*, the information furnished by them at muster parade or obtained otherwise regarding the presence of suspicious characters, gamblers, swindlers, foreigners, or members of wandering tribes, occurrence of any suspicious deaths amongst cattle, presence of strange boats at village *ghats* and disappearance of any therefrom, and the result of enquiry, if any made, regarding them by *chaukidars* should also be entered in the General or Station Diary if such information has not been entered in the Village Crime Note Book.

The fact of enquiries having been made regarding absconders and surveilles should be briefly entered in the General Diary. A note of the number and date of entries in the General Diary should also be made in the registers where detailed entries are made. If help is given to excise officers in the detection or prevention of excise offences the fact should be noted.

Whenever any escort over treasure or prisoner passes a P. S. or O. P., whether the escort be of that district or of any other, the fact should be entered in the Diary, and the O./C. of the P. S. or O. P. should initial and put the date and hour on the escort Command Certificate. In the case of prisoner's escorts, entry will be made in the Diary if they are fed, what food was given, and who were present at the time.

Every entry made in the Diary will be given a marginal heading in as few words as possible, and will be numbered in a monthly series and attested by the signature of the O./C. of the P. S. at the time ; if it be proved that an O./C. of a P. S. has done any official act which he has not inserted and truly stated in his Diary, or that any occurrences have been wilfully omitted, he will be liable to punishment.

An entry in the General Diary does not obviate the necessity of a separate report of any occurrence which is required by rule or order to be specially reported.

The collection and communication of intelligence on all matters of public importance is one of the principal duties of the police, and the manner in which this duty is performed by an O./C. of a station will generally be manifested in his Diaries. Officers will therefore endeavour to render their Diaries as complete, but at the same time as concise as possible.

57. General Diary. Its despatch.—The General Diary should be completed, and a copy of it despatched in a cover to the address of the police O./C. of the circle or sub-district, one hour before the departure of the *ddk*, whatever time that may be, and should be a complete

record of all occurrences during the previous twenty-four hours. It is not necessary that the Diary should commence and end with the day, but a note should be made in the last entry stating that the Diary has been closed for the previous 24 hours. At the sadar and sub-divisional head-quarters, the Diary should be closed and despatched at 8 A.M., so that extracts from it may appear in the Daily Report of the same day.

58. Muffassil Diary, Form No. 149 of Schedule XL (A).—The *Muffassil* Diary will be submitted by all officers above the rank of Const. attached to P. Ss. and O. Ps. when on duty in the interior. It will be written in Form No. 149 of Schedule XL (A), and will indicate shortly how the time of the officer is being spent. It must not overlap the Case Diary or contain abstracts of Case Diaries, but should indicate the time occupied in investigating a case and give reference to the Case Diary dealing with the case. The *Muffassil* Diary will be submitted direct to the Circle Insp. who will use it for checking delays and irregularities on the part of his subordinates and to see that they spend a sufficient time away from the P. S.

Whenever any Head Const. is deputed to a steamer *ghat* he will keep a *Mufassil* Diary in which he will enter, besides the names of other places visited and work done, the names of all passengers and cargo steamers arriving at the *ghat*, and the time at which each steamer is visited by him or by the Consts. subordinate to him, and a note will also be made of any fact of interest in connection with such visits. The Diary will be kept in duplicate by means of carbon paper and will be submitted weekly to the S. P. through the Insp. under whose control the Head Const. is working (*Cir. No. 22 of 1910*).

BUILDINGS AND FURNITURE. (RULES 59 to 65.)

59. P. S. premises to be neatly kept.—A P. S. or O. P. must be kept neat and clean inside and out. The registers and papers should be in their places and in the barracks. Consts. must be made to keep their bedding, clothing and other belongings in proper order. The compound should be kept tidy and free from jungle by the Consts.; hollows and depressions which hold water other than well-kept tanks should be filled up.

60. Accidents to Police buildings.—Whenever a police building is burnt or blown down or destroyed in any other way, a report will at once be submitted through the D. I. G. of the Range to the I. G. P. explaining the cause.

61. Malkhana and chest to be provided with secure locks.—P. S. chests and the *Malkhana* door should be provided with secure locks, the keys of which will be kept by the O./C., and not be left with a Const. or Head Const.

62. Post-office safes.—Postmasters may place in P. Ss. and O. Ps. an iron safe to be kept under the charge of the station-house sentry. All cash chests placed in P. Ss. and O. Ps. must be embedded in the ground or wall and be secured by chains to a log or post or in some other safe method (*vide Rule 175, Post Office Manual, Vol. II*). The key will

remain with the Postmaster who will alone have access to the safe. The police have nothing to do with the contents of the box, and the amount of money it contains will not be brought into the station books.

On the same conditions Sub-Registrars, except those at head-quarters of districts and sub-divisions, may place their iron-safes to be kept under the charge of the station-house sentry.

Notice of escorts passing between stations and head-quarters, either sub-divisional or sadar, will be given to Postmasters, who, when they have excess funds which they desire to remit, will send them under charge of the next available escort. The Postmaster will supply carriage and pay all charges, the police simply affording the cash the protection of the escort.

63. Furniture.—Every P. S. and O. P. except road and town O. Ps. should be supplied with the following furniture :—

One table for each investigating officer and Head Const. and one extra.

One chair for each investigating officer and one extra.

One almirah and one good lock.

One box with locks of superior quality for each investigating officer for keeping Case Diaries.

Two hurricane lanterns.

One gong. } Only for sadar. P. S. and the head quarters stations of
One clock. } each sub-division.

One book-shelf.

Hand-cuffs (two pairs for a P. S. and one for an O. P.).

Two locks for the *Malikhana* and the *Hajat*.

One seal and ink pot.

One notice board.

One sign-board.

One map of the *thana* jurisdiction.

One strong chest with good lock.

Benches (two for a P. S. and one for an O. P.)

Stools, one for each Head Const.

One rack for old registers.

An authenticated list of all Govt. property signed by the S. P. should be kept at the P. S. or O. P.

64. Acts to be kept.—List of.—The following is a list of Acts and official publications more or less intimately connected with the police and their duties. Copies should be supplied to every P. S. and O. P. For rules regarding supply of Acts and Law books see. II. 92.

I.—Acts of the India Council.

Serial No.	Short title or subject.	Number and year.	REMARKS.
1	The I. P. C. . . .	Act XLV of 1860	Reprinted as modified up to the 1st April 1903, with an index.

I.—Acts of the India Council—*contd.*

Serial No.	Short title or subject.	Number and year.	REMARKS.
2	The Police Act, 1861 .	Act V of 1861 .	Reprinted as modified up to the 7th March 1903.
3	The Stage-Carriages Act, 1861.	Act XVI of 1861	Reprinted as modified up to the 1st February 1898.
4	The Public Gambling Act, 1867.	Act III of 1867 .	Reprinted as modified up to the 1st January 1905. In force in the Assam Valley and the Surma Valley and Hill districts only.
5	The Cattle-trespass Act, 1871.	Act I of 1871 .	Reprinted as modified up to the 1st May, 1906.
6	The Criminal Tribes Act, 1871.	Act XXVII of 1871.	Reprinted as modified up to the 1st October, 1908.
7	The Indian Evidence Act, 1872.	Act I of 1872 .	Reprinted as modified up to the 1st May, 1908.
8	The Opium Act, 1878 .	Act I of 1878	Reprinted as modified up to the 1st October, 1907.
9	The Forest Act, 1878 (in districts where reserved forests lie).	Act VII of 1878	Reprinted as modified up to the 1st December 1903. In force in the districts of Eastern Bengal in which there are reserved forests.
10	The Indian Arms Act, 1878.	Act XI of 1878 .	Reprinted as modified up to the 1st October, 1908.
11	The Indian Emigration Act, 1883.	Act XXI of 1883	Reprinted as modified up to the 1st December, 1902. Act further amending Act XXI of 1883, Act XII of 1904.
12	The Indian Explosives Act, 1884.	Act IV of 1884 .	Reprinted as modified up to 1st September, 1908.
13	The Indian Official Secrets Act, 1889.	Act XV of 1889 .	Reprinted as modified up to the 1st April 1904.
14	The Indian Railways Act, 1890.	Act IX of 1890 .	Reprinted as modified up to the 1st June, 1909.
15	The Prevention of Cruelty to Animals Act, 1890.	Act XI of 1890 .	Republished with the Acts of the Bengal Council, I and III of 1869, and III of 1900, as modified up to the 1st December 1903.
16	The Assam Forest Regulation, 1891.	Regulation No. VII of 1891.	Required in the Assam Valley and Surma Valley and Hill district only.
17	The Cr. P. C., 1898 .	Act V of 1898 .	Reprinted as modified up to the 1st August, 1909.
18	Glanders and Farcy Act .	Act XIII of 1899	Reprinted as modified up to 1st February 1908.
19	The Assam Labour and Emigration Act, 1901.	Act VI of 1901 .	This Act repeals and re-enacts Act I of 1882.

I.—Acts of the India Council—*concl'd.*

Serial No.	Short title or subject.	Number and year.	REMARKS.
20	The Indian Extradition Act, 1903.	Act XV of 1903.	Reprinted as modified up to the 1st December, 1904.
21	The Ancient Monuments Preservation Act, 1904.	Act VII of 1904.	
22	The Inland Steam Vessels Act.	Act VI of 1884.	Reprinted as modified up to 1st July 1891.
23	The Indian Petroleum Act	Act VIII of 1899	Reprinted as modified by Act XI of 1901.
24	The Poisons Act . . .	Act I of 1904 .	
25	The Prevention of Seditious Meetings Act.	Act VI of 1907 .	
26	The Explosive Substance Act.	Act VI of 1908 .	
27	The Press Act, 1910 .	Act I of 1910 .	

II.—Acts of the Bengal Council.

28	The Salt Act, 1864 .	Ben. Act, VII of 1864.	Reprinted as modified up to the 1st December 1903 (with an Appendix showing the extent to which the Indian Salt Act, 1882, is in force in Bengal).
29	The Bengal Prevention of Inoculation Act, 1885.	Ben. Act, IV of 1865.	Reprinted as modified up to the 1st December, 1903.
30	Bengal Births and Deaths Registration.	Ben. Act, IV of 1873.	
31	The Bengal Public Gambling Act, 1867.	Ben. Act, II of 1867.	Reprinted as modified up to the 1st April 1904. Required in the Eastern Bengal districts only.
32	The Bengal Cruelty to Animals Act, 1869.	Ben. Act, I of 1869.	Republished with the reprint of Act XI of 1890, as modified up to the 1st December 1903.
33	The Village-Chaukidari Act, 1870.	Ben. Act, VI of 1870.	Reprinted as modified up to the 1st December 1903.
34	The Bengal Excise and Licensing Act, 1878.	Ben. Act, VII of 1878.	Reprinted as modified up to the 1st December 1903.
35	The Bengal Vaccination Act, 1880.	Ben. Act, V of 1880.	Reprinted as modified up to the 1st December 1903.
36	The Bengal Municipal Act, 1884.	Ben. Act, III of 1884.	Reprinted as modified up to the 1st December, 1903.
37	The Bengal Ferries Act, 1885 (in districts where ferries exist).	Ben. Act, I of 1885.	Reprinted as modified up to the 1st December, 1903. Required in the Eastern Bengal districts only.
38	The Private Fisheries Protection Act, 1889.	Ben. Act, II of 1889.	

III.—Acts of Eastern Bengal and Assam Council.

39	The E. B. and Assam Excise Act.	Act I of 1910.	
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N.B.—The powers and duties of the Police under special and Local Laws are set forth in a separate part of the Manual.

65. P. S. notice and sign-boards.—Every P. S. and O. P. should be provided with a notice-board and sign-board. The former should be hung in the *verandah* in a conspicuous place, and the latter should be firmly affixed to two strong posts on the side of the public road.

FIRST INFORMATION. (RULES 66 to 89.)

66. First Information must be drawn up by the O./C. of the P. S.—The First Information of an offence must be drawn up by an O./C. of a P. S. as defined in § 4 (p) Cr. P. C. (See also rule 35 above).

Head Consts. in charge of beat-houses and Head Consts. and junior Sub-Insp. subordinate to Os./C. of P. Ss. have been specially empowered by Govt. under § 174 Cr. P. C. to make an investigation on receiving information of an unnatural or suspicious death. (*Govt. Notifn. No. 4446-J., dated the 13th December 1909.*)

67. Report of an occurrence outside jurisdiction.—When the report of a heinous crime relates to an occurrence outside the jurisdiction of the officer to whom the report is made, he will at once send information in writing to the P. S. in whose jurisdiction the occurrence took place, and if the circumstances of the case warrant it, will affect the apprehension of the accused.

68. First Information Reports to be used for all cognizable cases.—Every cognizable complaint preferred before the police, whether *prima facie* false or true, whether serious or petty, whether relative to an offence punishable under the I. P. C. or any Special or Local Law, shall ordinarily be reported in the prescribed form of First Information Report, Form No. 150 of Schedule XL (A). But in cognizable cases under Municipal, Railway, and Telegraph bye-laws, and § 34 of Act V of 1861, and also in cases under Chapter VIII Cr. P. C., this form will not be used. These cases must, however, be included in the periodical returns and entered in the Register of cases in which no First Information is submitted, Form No. 151 of Schedule XL (A).

69. Non-cognizable cases.—Information as to a non-cognizable offence will be entered in the General Diary and not in the First Information Report book. The complainant should be told that he must lay a complaint before the Magistrate if he wishes the case to be instituted.

70. Duty of Consts. if left in charge of P. S.—When in the absence of the Sub-Insp. or Head Const. a P. S. or O. P. is left in charge of a Const., he cannot accept any complaint or prepare and submit the First Information Report of any crime reported to him. He will, however, enter in the General Diary an abstract of the complaint, for the information of the S. P., and will report the complaint to the O./C. of the station or O. P., as the case may be, by sending the complainant or informant with a note of the case to him. If the report relates to a heinous crime, the Const. will also arrange to send immediate information to the Circle Insp. and if the facts of the case, as may occur

in dakaity, murder, etc., require the immediate apprehension of the accused he will make arrangements accordingly.

A Const. cannot make an enquiry into an unnatural or suspicious death, but when no officer is present at the station the senior Const. should proceed to the spot, take charge of the body, note its state, and arrange for its despatch in case the enquiring officer desires to send it for examination.

71. On what information the First Information should be drawn.—The information of the commission of a cognizable offence which first reaches an O./C. of a P. S., whether the information be written or oral, and whether it be given by an eye-witness of the occurrence or is based on hearsay only is the First Information contemplated by § 154, Cr. P. C., and it must be so treated by the O./C. The practice which officers sometimes follow, when hearsay evidence of a crime is given, of waiting to record as the First information the statement of the actual complainant or eye-witness is illegal and is forbidden.

But it must be understood that a hearsay report does not include a vague rumour such as an anonymous information or a rumour of an indefinite nature or one which cannot be reduced to writing and signed by the informant. Such a vague rumour would be entered in the General Diary, and if confirmed subsequently by more exact information a First Information based on the subsequent information would be drawn.

Whenever a telegram reporting the occurrence of a cognisable crime is received the O./C. of the P. S. or O. P. must take immediate steps to interview the sender of the telegram or some one acquainted with the facts of the case and record his statement which will be treated as a First Information under § 154 Cr. P. C. The telegram in original should be attached to the First Information sent to the Magistrate.

Legally there is no objection to a telegram which gives sufficient details of a crime being treated as a First Information under § 154, Cr. P. C. provided that the telegram is admitted to be correct by the informant and is signed by him. But it is obvious that this proviso must make it impossible in practice to treat a telegram as a First Information.

72. First Information of cognizable cases referred by Magistrate.—If a Magistrate direct an enquiry into a cognizable complaint made in writing or by petition, of which no previous information has been laid before the police, the written information sent by the Magistrate to the police shall be the First Information. It should therefore be attached as such to the First Information sent to the Magistrate, an abstract of it being made for the copy of the First Information sent to the S. P.

73. Drawing of First Information must not be delayed.—A First Information Report must be sent in immediately after information of a cognizable case is received. It is not optional with an O./C. of a P. S. to defer the submission of the First Information Report till he

has made a preliminary enquiry into the truth or otherwise of the complaint nor may a Police Officer who has received a complaint of grievous hurt or other cognizable offence await the result of the medical examination of the injured person or of any enquiry before recording a First Information under this section. No general order to the contrary may exist in any district.

But as an exception to this rule, it is laid down that prosecutions for assaulting or obstructing the police should not as a rule be instituted except by order or with the permission of the S. P., and the First Information should not be drawn until his orders have been received.

74. No First Information Report may be cancelled.—No First Information when once drawn up may be cancelled.

75. Instructions regarding abstention from investigation.—§ 157, Cr. P. C., vests an O./C. of a P. S. who, from information received or otherwise, suspects the commission of a cognizable offence, with discretionary power—

(i) To refrain from investigating or from deputing a subordinate to investigate on the spot, cases which are not of a serious nature, and in which the charge is made against some person named.

Such cases must be investigated, unless they fall within clause (ii) of this rule, but not necessarily on the spot. But this discretion to dispense with a local enquiry must be exercised with great caution. It is permissible only when a case of the nature referred to is brought to the Police complete, the parties and witnesses being present. It is not permissible if it entails sending for the parties and witnesses to the investigating centre.

(ii) To refrain from investigating any case in which there appears to him to be no sufficient ground for investigating.

“The discretion to be exercised is that of the Police Officer, and the responsibility of properly exercising it rests with him.” As a guide, however, to the manner in which the discretion may be exercised, the following broad principles are laid down.

“Though the complainant asks for an investigation, no investigation need be made if the subject matter of the complaint seems to fall within the scope of § 95, I. P. C., or if the complainant seems to be setting up a technical or exaggerating a trivial occurrence in order to obtain the help of the Police in prosecuting a civil dispute or a non-cognizable offence. In such cases the points to be considered are whether the complainant can obtain adequate redress from the courts by instituting a prosecution, and whether action on the part of the Police is expedient for the preservation of order. When the charge is of enticing away a girl (§ 363, and cognate sections) the Police should be careful to ascertain that the case is not one of elopement, and in cases of cattle theft that it is not a mere dispute as to ownership or as to the payment of the price of an animal purchased.

“When the complainant does not wish for an investigation, no investigation should be made unless the matter is serious or an offence

appears to have been committed by a habitual criminal or a member of a criminal tribe, or an offence has been committed in the presence of a Police Officer, or for any other reason, administrative purposes require that action be taken.

“When a case is reported which calls for the exercise of discretion according to the instructions contained in this rule the Police Officer shall, in addition to complying with the requirements of section 157 (b) Cr. P. C., record in the General Diary his reasons for making or refraining from making an investigation.”

76. Instructions for filling up headings and columns of First Information Report, Form No. 50 of Schedule XL (A).—Each report will be given a monthly consecutive number in the order of its receipt at the P. S.

If the informant is unable to give the exact hour and date of the occurrence, an approximate date should be given, thus: “deceased was last seen alive on the 5th, and his body was not found till the 8th”; or “the complainant left his home on the 10th, and on his return on the 13th found he had been robbed.” The date and hour at which the informant reaches the P. S. should be noted in the column headed “date and hour when reported” and when information is first given to an officer in *Mufassil* the date and hour of its being given, the name of the place and its distance from the P. S. should be noted as well.

The date of despatch of the First Information shall be the date it leaves the P. S. either by post or by messenger.

Column 1.—Should contain not only the name and residence of the person who actually brings the information but the names of all other parties concerned, such as “*chaukidars* A. B. sent by C. D., *gumasta*, of E village, to report a dakaity in the house of F. G.”

Column 2.—The name and residence of all accused persons should be given. If the accused is a Govt. servant, it should be so stated, and intimation should be sent to his official superior by the S. P.

Column 3.—Should show (i) the offence, (ii) the section of the law, (iii) the value of and the nature of the property alleged to have been stolen, if any.

Column 4.—This column should contain, besides the name and designation of the officer sent to investigate, any other important steps taken before setting out, such as the despatch of information to neighbouring stations, the measures adopted to arrest the offender, etc., also if, acting under the discretionary power vested in him by Paras. (a) and (b) of § 157, Cr. P. C., the officer receiving the complaint abstains from holding local enquiry, or from entering on an enquiry at all, the procedure adopted should be shown in this column, with the reasons for it. Vague entries, such as “the Sub-Insp. is engaged in the enquiry,” are prohibited. When, at a P. S. a junior Sub-Insp. or Head Const. takes up a case, he should note where the senior Sub-Insp. is and the work on which he is engaged. When a Sub-Insp. deputes a Head Const. he should note why he does so.

Column 5.—This will be left blank in the copies sent to the S. P. and to the Magistrate. In the copy kept at the P. S. will be entered the number and date of the Charge Sheet and the names of the accused whether sent for trial or absconding, if no accused were sent for trial, the number and date of the Final Report Form and whether it was reported as true or false.

It is not necessary to enter the final order passed by the Magistrate as that is shown in the Final Memo. which is attached to the First Information Report.

77. Instruction for recording First Information Report.—Under § 154, Cr. P. C., every information relating to the commission of a cognizable offence given orally must be reduced to writing by the O./C. and every such information, whether given in writing or so reduced to writing, must be signed by him and by the person giving it. Thumb impressions should be taken when the informant is unable to write. If the information be given orally it must be recorded in plain and simple language as nearly as possible in the informant's own words. The use of technical or legal expressions of high-flown language or of lengthy and involved sentences is forbidden. If the information, whether given orally or presented in writing, be not complete in itself the police officer should elicit by interrogation such further information as may be necessary. If a particular person be charged or suspected the facts on which the suspicion is based should be clearly set forth. The informant should be required to distinguish what he professes to know personally from matters of which he has heard only at second-hand.

The informant's statement, when complete, should be read over to him and he must sign it. The Report should show that this has been done. In "heinous cases" the statement should be read over to the informant in presence of one or more respectable and uninterested witnesses who should also be asked to sign it.

The difference between charged and suspected must be noted. A complainant should be asked to state distinctly whether he charges the person or persons he names and only when he does charge them should the name or names be entered in *column 2* of the form. Though the names of suspected persons are not entered in *column 2*, they will be shown in complainant's statement at the foot of the report. If the informant says that certain persons were recognized, their names should be clearly stated; or if he is unable to say that any one was recognized, this should be distinctly recorded at this stage. In cases of delay in bringing report of an offence, explanation of such delay should always be demanded.

78. List of stolen property to be sent with First Information Report.—On a complaint involving loss of property being reported at a P. S. or O. P. the complainant should be required to put in a list signed by himself, which should be sent to the Court Officer with the First Information Report. A detailed list need not accompany the duplicate report to the S. P., merely the description and aggregate amount of the

reported loss should be stated. The investigating officer will, however, himself keep a copy to aid him in his enquiry. When complainants are unable to furnish at the P. S. or O. P. a list of the property alleged to be stolen such list should be prepared by the investigating officer as soon after his arrival at the spot where the enquiry is to be made as possible, and be forwarded, duly signed by the complainant, to the Court Officer. The aggregate value and description of the property should be recorded in the Case Diary for the information of the S. P.

79. Information of loss of currency notes to be sent to Currency Office.—When the theft or loss of a whole note of the value of Rs. 50 or upwards is reported, immediate intimation of the loss, together with the serial letter and number of the lost note, should be sent to the S. P. or to the Currency Office in Calcutta direct, if by so sending it time would be saved.

80. Instruction regarding loss of currency notes.—When information is given either at the time of the loss or afterwards that a note has been stolen or dishonestly received, and when reasonable grounds for suspicion that such an offence has been committed are adduced, the police are bound to enquire. In other cases, *viz.*, where a lost note is presented for payment by some persons other than the loser, if cases of mistake are excluded, it may be safely said that at least the offence of criminal misappropriation, § 403, I. P. C., has been committed in respect of the note by some one. But the police have not jurisdiction to enquire *suo motu* into the offence of criminal misappropriation, and accordingly no action on the part of the Police in such cases is necessary unless an enquiry is ordered by a Magistrate. It is left to the Magistrate to exercise due discretion in ordering such enquiry. (*Bengal G. O. No. 1082-J, dated 8th February 1904.*)

81. First Information Report in gang cases. The First Information Report in a gang case must be drawn up at the very earliest stage when it becomes apparent that a gang case will be started. Such First Information may either be the statement made by the informer to the Police or to a Magistrate, or the statement of any person subsequently questioned who establishes the fact that there is a gang. In no case must the recording of the First Information be postponed until the inquiry is far advanced. No gang case should be instituted until a reference has been made to the D. I. G. in charge of C. I. D. etc., and his instructions received.

82. Points to be proved in gang cases.—Though no exact rules can be prescribed for the investigation of gang cases as each case has its peculiar features, the following general instructions are laid down for the guidance of Police Officers in such cases.

Evidence on the following points must always be sought for and obtained if possible :—

- (i) Evidence of the existence of a gang for the purpose of committing *dakaiti*, robbery or theft during the time specified in the charges (established by proof of facts as contemplated in § 10 of the Indian Evidence Act).

- (ii) Evidence of the association of the suspected persons for the purpose of committing *dakaities* or thefts.
- (iii) Evidence of relationship by blood or marriage amongst the members of the gang.
- (iv) Evidence in corroboration of the approver's statement on material points as contemplated in § 114(b) of the Indian Evidence Act and verified by a Magistrate in the manner described in rules 101 and 102.
- (v) Evidence of confessions of co-accused previously recorded at different times and places (*vide* §§30 and 114 of the Evidence Act). These should be verified by a Magistrate in the manner described in rules 101 and 102.
- (vi) Evidence of specific cases of *dakaities* and thefts committed by the gang.
- (vii) Evidence of the recovery of property stolen in *dakaities* and thefts or suspicious property found in possession of the accused.
- (viii) Evidence of the simultaneous absence from their homes in batches or singly of known members of the gang coincident with the occurrences of *dakaities* and thefts in the neighbourhood.
- (ix) Evidence of any increase or decrease in the number of *dakaities* or thefts coincident with the presence or absence of the members of the gang.
- (x) Evidence of the cessation of *dakaities* and thefts in the affected area after the arrest of the members.
- (xi) Evidence of the habitual commission of *dakaities* or thefts to be proved by an aggregate of acts.
- (xii) Evidence of changes of residence to avoid suspicion.
- (xiii) Proof of previous convictions for *dakaities* and thefts (the former alone can be proved in a case under § 400 I. P. C., but convictions under §§ 379, 380, 457, etc., I. P. C., can be proved on a charge under § 400 or 401 I. P. C., to establish the habits of individuals or the association of the members).
- (xiv) Proof of orders under § 110 (a), (b), (c), Cr. P. C., requiring any of the accused persons to give security for his good behaviour, to prove that the person is a habitual thief (*vide unreported case of Emperor versus Meher Ali Sarker and others, decided on 20th March 1901, by J. J. Prinsep and Hill*).
- (xv) Proof of orders for security for good behaviour, when two or more of the accused have been bound over in one proceeding under § 110 (a), (b), (c), Cr. P. C., as evidence of association [*vide* § 117(4), Cr. P. C.].

(xvi) Documentary evidence in the shape of relevant entries in Enquiry Slips, in the Surveillance Register, the Domiciliary Visit Report and other registers which are required by order of the I. G. P., to be maintained at a P. S., or O. P. This evidence would probably be admissible under § 35 of the Evidence Act, but if not, might be used under § 159 of that Act to refresh memory.

83. Evidence admissible in gang cases.—Much evidence which is not ordinarily admissible in criminal cases, is admissible in cases under §§ 400 and 401, I. P. C., as the persons accused in these are in fact members of a conspiracy and so § 10 of the Evidence Act will apply. Previous convictions of *dakaiti* are admissible in a case under § 400 and of thefts under § 401, I. P. C., under explanation 2, § 14 of the Evidence Act (*Emperor versus Nava Kumar Patnik, I. C. W. N., page 146*), and according to many authorities evidence of bad character under § 54 is relevant in cases under §§ 400, 401 and 412, I. P. C. (*Mayne's Criminal Law of India, third edition, page 1016*). Much of the evidence enumerated under the different heads above will be admissible under § 11 of the Evidence Act.

84. Despatch of First Information.—The original First Information Report, *viz.*, that signed, sealed, or marked by the complainant or informant under § 154, Cr. P. C., is that on which the information is actually written in ink by the officer recording it, the copies on the remaining pages being produced by pen carbon paper. This page must be written by the officer taking the information in his own handwriting, be signed and sealed by him. It will be promptly sent to the Court Officer for submission at a sub-division, to the Magistrate having Jurisdiction, and at head-quarters to the District Magistrate if he distributes cases and if not, to the Magistrate to whom he entrusts this duty. The first carbon copy of the First Information Report will be sent to the S. P. for the information of the District Magistrate, and for transmission to the Circle Insp. with the S.P.'s instructions when he wishes the Insp. to conduct or supervise the investigation on the spot. (*Bengal Police Cir. Memo. No. 9 of 1892.*) The second copy will be kept in the P. S. for future reference.

85. Serious cases to be forthwith reported.—On receipt of information of the commission of any of the following offences a report should be despatched by the quickest means available, and not be kept till the regular *ddk* is despatched unless the regular *ddk* be the quickest means:—

- (i) Riots due to religious or political causes.
- (ii) Collisions between Europeans or Eurasians and natives with the exception of assaults of an insignificant character.
- (iii) Acts of the Police which cause general discontent or excitement among the public and which are likely to result in a grave scandal.
- (iv) Industrial strikes.
- (v) *Dakaity*.

- (vi) Cases in which professional swindlers are concerned.
- (vii) Gang cases under §§ 400 and 401, I. P. C., and connected cases under §§ 109 and 110 Cr. P. C.
- (viii) Highway robbery and mail robbery.
- (ix) Cases of counterfeiting coins, stamps, or notes, uttering or being in possession of counterfeit coins, stamps, or notes and any discovery of forged currency notes.
- (x) Professional drugging.
- (xi) Theft or loss of—
 - (a) Fire arms or ammunition capable of being used for military purposes,
 - (b) Rifles, breech-loading guns, revolvers, and pistols of all kinds.
 - (c) Thefts and losses of smooth-bore guns when the theft is suspected to be connected with political crime.
 - (d) Important thefts or losses of ammunition of all kinds, of dynamite, cordite fuzes or other high explosives, detonators and of large number of empty cartridge cases.
- (xii) Seizure of unlicensed arms and important seizures of unlicensed ammunition or explosives, but cases arising from failure to renew licences under the Arms Acts should not be specially reported.
- (xiii) Cases in which police officer are charged with torture or other serious offence.
- (xiv) Murder.
- (xv) Riots other than those falling under item No. (z) which have resulted in loss of life or in which serious attacks have been made on Police officers.
- (xvi) Escape from Police custody.
- (xvii) Defalcation or loss on public money, stamps or opium belonging to or in the custody of the Police Dept.
- (xviii) Serious Railway accident and collision.

N.B.—(i) Serious offence referred to under item No. (xiii) should be held to include any offence involving moral turpitude when committed by a police officer above the rank of Const.; offences by Consts. need not be specially reported unless of an unusual or heinous character.

- (ii) Serious Railway accident under item No. (xviii) includes accidents attended with loss of human life or serious injury to person or property or accident of a description usually attended with such loss or injury.

If information of any of the offences mentioned above is received by a police officer who is not empowered to draw a First Information, he will besides sending a report to the P. S. also send a report direct to the S. P., if by this means the information will reach the S. P. earlier.

86. Complaint laid in two places.—In cases where the officers of two or more P.Ss. have jurisdiction in respect of the same offence, and

complaint is laid simultaneously at such stations, the police officer should apply for instructions before submission of the final report; and so when complaint is laid in two districts regarding an offence which is cognizable in either district (§ 182, etc., Cr. P. C.), the final report must be submitted in one district only. Pending the receipt of orders both officers should continue the enquiry.

87. Report of criminal charges against boys licensed under the Reformatory Schools Act.—The O./C. of the station shall report to the S. P. all cases in which criminal charges are laid before the police against boys licensed under § 18 (I), of the Reformatory Schools Act, VIII of 1897, by their *pro tempore* employers, such charges being dealt with in the usual manner and according to law—see II. 59. (*vide Cir. Memo. No. 7 of 1904*). All cases in which ex-reformatory school boys are concerned should be similarly reported (*G. O. No. 1505-J., dated 27th April 1909*).

88. Register of cases in which no First Information Report is submitted, Form No. 151 of Schedule XL (A).—In this Register will be entered all cognizable cases under Municipal, Ry., and Telegraph by-laws, § 120 of the Indian Railways Act, IX of 1890, and under § 34 of Act V of 1861, etc.; also cases and reports under §§ 107, 108, 109, and 110 of Chapter VIII, Cr. P. C., and § 145, Chapter XII, Cr. P. C. Reports under §§ 107 and 145, Cr. P. C., should be in Form No. 152 of Schedule XL (A), and reports under §§ 109 and 110, Cr. P. C., in Form No. 153 of Schedule XL (A). The Insp. will enter his order for preservation and destruction of records in the remark column of this register *vide* rule 255.

89. Proceedings under § 145, Cr. P. C.—Os./C. of P. Ss. and O. Ps. will note that in applying to a Magistrate for proceedings under § 145, Cr. P. C., the grounds for believing that a dispute exists concerning land within the local limits of his jurisdiction and that the dispute is one likely to cause a breach of the peace, must be clearly set forth and the boundaries of the area in dispute duly defined—care being taken to include nothing beyond the subject of the dispute. If the copy of the Magistrate's order under § 145, Cr. P. C., is served by the police, it should be served promptly in the manner laid down by law and every effort should be made to serve it personally on the parties. (*G. O. No. 515-J., dated 3rd March 1910*.)

HUE AND CRY NOTICES. (RULES 90 to 96.)

90. Case in which Hue and Cry Notices to issue.—The issue of Hue and Cry Notices, Form No. 154 of Schedule XL (A) has been prescribed in certain classes of cases given below in which the accused not having been arrested, the immediate dissemination of intelligence and the co-operation of the staff of neighbouring Ry., River and District P. Ss. is desirable.

(a) Professional drugging cases.

(b) *Dakaitiy* and all organized crime, in which wandering gangs or foreigners are known or suspected to have been concerned.

- (c) Escapes of prisoners from jails, or *thana* lock-ups.
- (d) Cases of cheating or swindling by professional criminals.
- (e) All cases in which identifiable property of large value has been stolen.
- (f) When wandering gangs shake off police supervision.

91. Contents of Hue and Cry Notices.—A Hue and Cry Notice will contain the following particulars :—

- (a) Short statement of the facts of the case with date and place of occurrence.
- (b) Names and description of persons accused or suspected.
- (c) Particulars of stolen property, if any.

92. Hue and Cry Notices to whom to be sent.—The notice will be drawn up by the O./C. of the P. S. or O. P. who draws up the First Information Report of the case, one copy should be sent to the S. P. along with the First Information of the case by the quickest available means. The S. P. should at the same time be informed of the officer to whom the Hue and Cry Notice has been sent direct. The O./C. must use his discretion as to the officers to whom the Hue and Cry Notice should be sent. Ordinarily one copy should be sent to the O./C. of each neighbouring P. S. or O. P. including Ry. and River P. Ss. if the occurrence took place near the Ry. or main river. Notice should also be sent to the districts in which the criminals are believed to have gone or to reside or in which they have associates. The telegram should be used whenever desirable *vide* rule 49.

93. Circumstances in which Issue of Hue and Cry Notices may be delayed.—If the First Information of any of the cases mentioned in rule 90 does not afford such material as will give any clue to the absconders or to the property stolen, the issue of the Hue and Cry Notices should be deferred till further information is available.

94. Action to be taken by O./C. on receipt of Hue and Cry Notices.—On receipt of a Hue and Cry Notice an O./C. of a P. S. or O. P. will at once enter it in red ink in the Register of letters received and despatched as well as in the General Diary and take all necessary action. He will, in all cases, communicate the contents to his subordinates and to all chaukidars of his jurisdiction at Muster parades warning them to be on the look out for the offender or stolen property as the case may be. All actions taken will be clearly noted on each notice which will be consecutively numbered and filed. Successful detection of culprits or tracing of stolen property by chaukidars should be always rewarded.

95. Action to be taken by S. P. on receipt of Hue and Cry Notices.—The S. P. on receipt of a Hue and Cry Notice will send a copy to the D. I. G. in charge of C. I. D., Range D. I. G. and for publication in the Gazette. He may also send copies to Ss. P. of Rys. and Rivers or to any other officer to whom it has not been sent direct, if he thinks it desirable.

96. Ss. P. to draw up lists of persons to whom notices to be sent.—In order to ensure that the Hue and Cry Notices are issued by Os./C. of P. Ss. to the proper person, Ss. P. should draw up lists showing

the District, Ry. and River P. Ss. to which Hue and Cry Notices should issue. These lists should be carefully prepared with reference to the lines of communication by which criminals may be expected to move. The D. I. G. of the Range will approve them and then the lists will be supplied to the P. Ss. concerned. Superintendents of Railway and River Police should also draw up similar lists.

INSTRUCTIONS REGARDING INVESTIGATION AND EVIDENCE.

(RULES 97 TO 124.)

97. Duration of Investigation.—No hard and fast rules can be made as regards the duration of investigation. The general principle to be observed is that every investigation which has been taken up must be pushed through energetically and must not be kept pending except for definite reasons. A broad distinction must be made however between cases in which the guilty persons are unknown and those in which they are known and named in the First Information or at an early stage of the enquiry. In the former class of cases if a thorough and searching enquiry is made delay is often inevitable and more than one visit to the spot may be necessary. In the latter class of cases, there is seldom any justification for delay. The duty of the investigating officer consists in examining the evidence and deciding whether or not it is sufficient to justify the accused person or persons being put on their trial. In such cases there can seldom be any reason for delay except that the witnesses are not forthcoming and this should rarely occur in ordinary rural areas. One visit to the spot extending over one or more days should be sufficient to enable the officer to complete his investigation and unless there are special reasons to the contrary, the final report should be written on the spot.

The fact that the accused persons are absent or absconding is not a sufficient reason for postponing the submission of the final report. As soon as an investigation is complete, the Charge Sheet or Final Report Form, as the case may be, must be sent in. (*See rule 140.*) The practice of visiting the spot on two or more occasions at different intervals of time and the practice of delaying the submission of the final report after the completion of the local enquiry on the spot must be discouraged. These are practices to which dishonest officers are very prone. It is the duty of S. P. and even more of Insp. to insist that investigations in cases in which the accused are known are brought promptly to a conclusion.

98. Number of witnesses to be sent up.—It lies with the police subject to general instructions from the Magistrate to determine what evidence is necessary to establish a charge, and what number of witnesses are required to prove each fact. Much will, of course, depend on whether the fact is seriously disputed or not. Where the fact to be proved is not likely to be disputed, unnecessary witnesses should not be harassed by being sent in. Under § 171, Cr. P. C., no witness or complainant can be required to accompany a police officer. A witness refusing to execute a bond may be sent up in custody.

99. Corroborative evidence.—The attention of all investigating officers is drawn to the great importance of testing the truth of statements made by witnesses from whom they get information. For instance, A states that he was travelling back to his home in a distant village after an unsuccessful attempt to purchase bullocks at several places; at a certain time and place, he saw the accused running along with a blood stained knife in his hand. The witness was alone at the time and there is no one in the neighbourhood to corroborate or contradict him. His reason or excuse for being on the spot at the time is such a common one, that it necessarily excites distrust, and few Courts would believe him unless there were other evidence, independent of his, against the accused. But he may, all the same, be a perfectly honest and reliable witness; and this might easily be established by following him up, and by ascertaining from his co-villagers whether he did leave his village at the time and with the object declared, and whether he did visit certain places and attempt to purchase bullocks. The witnesses would not necessarily be taken to Court, but the prosecuting authority should be in a position to inform the Court that he can produce such evidence if it be desired.

100. Confession.—If an accused or suspected person volunteers a confession a Police officer will make use of it, as he should of every valuable clue obtained. But all officers are warned first against working with the object of obtaining a confession and secondly against relying unduly on confessions or admissions to prove a case in Court.

Anything which savours of oppression or trickery in obtaining a confession must be avoided. The aim of a Police officer should be to obtain circumstantial and oral evidence so convincing that the accused person cannot escape. If he succeeds in getting such evidence the confession will often follow and will materially strengthen the case. But to seek to obtain the confession first and the corroborative evidence afterwards is to reverse the proper order of proceedings. If, however, a confession is volunteered in an enquiry every effort must be made to ascertain if there is evidence corroborative of any point in the confession which can be verified. A statement purporting to be a confession will often be made in order to mislead the enquiring officer, and such statements are very rarely true in all particulars, and also are frequently made in order to throw blame on other persons, or with a view to deter from further enquiry. Also they are generally retracted in Court, in which case if they stand alone and uncorroborated they have little or no probative values. There is thus every ground for testing so-called confessions very carefully and not accepting them as final and conclusive, and stopping the enquiry.

101. Verification of confessions.—In nearly all gang and other important cases the evidence of an approver is necessary to prove the organization and doings of the gang. If an accused person confesses and names his accomplices, it is the duty of the investigating officer at once to produce him before a Magistrate with a view to having his confession recorded, and after his confession has been recorded to consult the S. P. as to whether steps should not be taken to have the

confession verified. The S. P., if he considers the case of sufficient complexity and importance to justify this procedure being adopted, will lay the facts before the District Magistrate who, if he agrees with the S. P., will depute some Subordinate Magistrate to verify the confession locally.

102. Method of verification.—The verification should be made with a view to corroboration, and should begin from the place where the gang assembled and started. The informer should then be taken along the route followed to the scenes of the different occurrences and the principal incidents of each crime and its attendant events should be recorded in chronological order according to his dictation. The note should be in the form of an itinerary and should give all information on the points mentioned below which the informer is able to give, but care should be taken that he does not supplement his statement with imaginary or only half-remembered details.

- (i) Name, father's name, residence, age, and personal description of each accomplice.
- (ii) The route taken by the gang.
- (iii) The chief incidents during the journey of the gang from the starting point to the scene of occurrence, *i.e.*, meetings with any one, visits to any shop or house for food, oil, light, axes, etc., hiring carts or carriages, buying tickets at a Ry. station, crossing a ferry, etc.
- (iv) The arrival of the gang at the scene of occurrence and the preliminary arrangements made, lighting torches, cutting sticks, etc.
- (v) The commission of the crime, rooms entered, doors broken, persons tied up or assaulted, cries uttered, or threats used, boxes taken, chests broken open, property taken, etc.
- (vi) The sharing of the plunder.
- (vii) The breaking up of the gang and the homeward route taken, etc.

103. Object of verification.—The advantage of having a confession verified consists in the fact that it is thereby made clear that the confession is a coherent story which has stood the test of careful examination on the spot by an impartial person. Moreover it makes the evidence of the Magistrate available in case further proof is required of the confession. The verification report of the Magistrate is not in itself admissible in evidence, but it may be used by the Magistrate to refresh his memory.

104. Custody of informer during verification.—During the verification of his confession the informer should be guarded by the Magistrate deputed to verify his confession and arrangements should be made by the Magistrate for peons to guard the prisoner. The Police should have nothing to do with the guarding of the prisoner. In such cases the remand to custody cannot exceed fifteen days at a time, under § 344, Cr. P. C.

105. Dying declarations. Instructions regarding.—When a person whose evidence is required, is in imminent danger of death, his statement should be recorded by a Magistrate, exercising judicial jurisdiction. If this cannot be arranged and it becomes necessary for some other person to record this dying declaration, it should, if possible, be made in the presence of the accused or of attesting witnesses. A dying declaration made to a police officer should be signed by the person making it. Such a declaration is admissible in evidence under § 32, Evidence Act, read with § 162, Cr. P. C.

106. Inspection of Post Office records.—The Director General of the Post Offices has issued, with the approval of the Govt. of India, certain instructions for the guidance of postal officials. These instructions, so far as they affect the police, are that records of a Post Office will be produced, and information available in them will be given on the written order of any police officer who is making an investigation under the Cr. P. C., but only those entries in the records will be disclosed which relate to the person or persons accused of the offence under investigation, or which are relevant to that offence.

In any other case, the Postmaster will, without delay, refer for orders to the Postmaster General, who will decide whether or not under § 124 of the Indian Evidence Act, I of 1872, the information asked for should be withheld.

When the information asked for by a police officer is not available in the records of the Post Office, the police officer will be informed accordingly, irrespective of the question whether the information, if available, might or might not be given under the foregoing rule.

Except as directed above, police officers are not empowered to examine the books of a Post Office.

107. Suspected poisoning.—

The investigating officer will—

- (i) bring away under seal any food (especially *atta* or sweetmeats), drink, tobacco or drugs, which may be in the house or near the body,
- (ii) if vomiting has occurred, swab up with a clean rag, any vomitted matter found and seal up the rag in a packet,
- (iii) bring away under seal any clothing, matting, wood or mud flooring into which any vomitted matter has soaked,
- (iv) carefully bottle and seal the contents of any vessel containing vomitted matter,
- (v) ascertain the exact time between the receipt of food, drink, or medicine, the appearance of symptoms and occurrence of death. Also what were the first symptoms, whether vomiting or purging occurred, whether the person became drowsy or fell asleep, whether there was cramp or twitching of the limb, or any tingling in the throat or skin.

The ashes and charred bones from the scene of cremation of a person, who is suspected to have died from arsenic poisoning, should be collected and forwarded for examination. In such cases, it is possible to detect arsenic in the remains of the funeral pyre.

108. Suspected cattle-poisoning.—When reasonable suspicion exists that any animal has died from the effect of poison the carcass will, if possible, be sent for medical examination.

Before despatch it should be carefully examined especially about the genitals and soft skin of the thighs and neck. If any puncture is found, it is possible that *sutari-poisoning* has occurred. The spike or *sutari* should then be sought for, and if one be found, it should be wrapped in paper, and be sealed and labelled. The mouth should also be examined, and anything found in it should be preserved and labelled.

109. Hanging or strangulation.—

If possible before cutting down the body or removing the strangulating medium, the investigating officer should note any lividity of face, especially of lips and eyelids, any projection of the eyes, the state of the tongue, whether enlarged and protruded or compressed between the lips, the escape of any fluid from mouth and nostrils, and direction of its flow.

On cutting down the body or removing the strangulating medium, he should note particularly the state of the neck, whether bruised along the line of strangulation, the direction of the mark, whether circular or oblique, the state of the thumbs, whether crossed over the palm, and if possible he should bring away the materials by which hanging or strangulation has been effected.

110. Drowning in tank or well.—

The investigating officer should note any marks of blood around the mouth, or on the sides of the well or tank. On removing the body, he should carefully look for and note any external marks of injury, especially about head and neck, state of skin, whether smooth or rough and examine the hands, and carefully remove anything they may hold.

111. Body found murdered in an open field.—

The investigating officer should note the number, character, and appearance of any injuries; should a weapon be found he should cover with paper and seal any marks of blood, and especially note and preserve any adherent hairs.

In the case of an exposed infant, the state of the cord, especially if tied, and any marks of violence should be noted.

112. Presumed murder and burial of the remains.—

The investigating officer should look for and note any marks of violence about the skull especially, and any indication of sex,

he should especially bring away jaw and the bones of the pelvis. If there is any suspicion of poisoning, the earth from where the stomach would have been should be brought. If a body presumed to have been murdered has been burnt any fragments of bones which may be found among the ashes should be collected and brought.

113. Rape or unnatural offences.—

The lower garments worn by the persons when assaulted should be sent.

114. Instructions for sending articles for medical examination.—

- (i) When it is necessary to send any article for medical examination, each article should be separately packed in paper when possible, labelled, numbered and attested by the signature of the investigating officer.
- (ii) Any stain should be carefully covered and protected by paper or other suitable material.
- (iii) Liquid substances should be placed in bottles or any other available receptacles and carefully secured.
- (iv) A list of articles so forwarded with an accurate description of them and of any mark, stain, etc., should also be sent to the Court Officer.
- (v) Great care should be taken that ants or other insects do not gain access to stained articles, as in a short time they may destroy all traces of the stains.

115. Instructions for sending corpses for *post mortem* examination.—Corpses on which a *post mortem* examination is to be held will be sent to the head-quarters of the district, unless the medical officer at the sub-division or other medical officer has been authorised by Govt. to conduct *post mortem* examination. In Ry. cases bodies may be sent to the Ry. doctor if more convenient.

The corpse will be accompanied by a Chalan in duplicate in Form No. 155 of Schedule XL(A), one copy to be delivered to the Court Officer for transmission to the S. P. and the other to the Civil Surgeon. The Chalan will contain an accurate description of the corpse, a statement of the apparent cause of death, and the circumstances, if any, which give rise to any suspicion of foul play, and an accurate list of clothes and articles sent in with the corpse.

On receipt of his copy the Court Officer will draw out his report in Form No. 129 of Schedule XL(A), and after obtaining the signature of the S. P. will send it to the Civil Surgeon.

The corpse should be surrounded with a sufficient quantity of powdered charcoal and a sheet wound round it. It should be carried on a *charpoy* or bier and should not be slung on a bamboo.

The corpse should be sent in charge of a trustworthy Const., whose name, together with those of the bearers or others accompanying it,

will be recorded in the report of the inquest held. These precautions are necessary in order to prevent the corpse being changed or injured in transit, or in case of such a change being alleged to have taken place, to enable the identity of the corpse being proved. The Const. should be given strict orders not to loiter on the road, but to take the corpse by the nearest route direct to the dead house. After seeing it deposited there he must deliver his covers to the Court Officer and to the medical officer.

The Const. should be present when the *post mortem* examination is held. In the Command Certificate sent with the Const. the date and hour of the actual despatch of the corpse should be clearly stated in column 5, and columns 6 and 7 should be filled in by the Court Officer.

If possible the report of the result of the examination should be made over to the Const. when returning to the P. S., but the Const. should not be detained for this purpose, if there is delay in the result of the examination being known.

116. Expenses for transmitting corpses.—Expenses incurred in transmitting bodies or wounded persons to the medical officer for examination or treatment will be met by Magistrate and not from the police budget. (*Bengal G. O. No. 762, dated 1st February 1872.*)

117. Disposal of corpses.—The final disposal of the body rests with the Magistrate or the Municipal authorities, according to local arrangements. Charges incurred by the police for the disposal of bodies of persons who have died within Ry. limits and are not claimed by their friends, shall be paid for by the Magistrate from his district budget. (*Assam Govt. Cir. No. 7-G., dated the 7th March 1905.*)

118. Enquiry Slips.—When in the course of an investigation or at any other time, a police officer requires information from the O./C. of any other P. S. regarding an absconder or any other matter connected with the criminal administration of his jurisdiction except in enquiries regarding the movements of bad characters, he will address an Enquiry Slip to him in Form No. 156 of Schedule XL(A), or No. 157 or No. 158. Form No. 156 will be used in addressing officers within the Province, Form No. 157 in addressing officers of other provinces and Form No. 158 for enquiries from the Calcutta Police. The second foil of form No. 157 should be sent through the S. P. to whom the officers requiring the information is subordinate to the S. P. of the district from which the information is required. The S. P. of the district through whom the Slip is sent should see that the entries in the Slip are complete and correct, and if the Slip is not received back quickly, should cause reminders to be issued from his office.

Each Slip will bear a serial number according to the date of issue and will be entered in red ink in the Register of letters received or despatched as the case may be. If the enquiry relate to an absconder the nature of the crime with which he is charged must be clearly noted. On receiving an Enquiry Slip back with the reply, it will be pasted on the foil from which it was originally torn. Officers receiving Enquiry Slips must treat them as urgent and deal with them with the greatest possible despatch.

119. Police may not allow cognizable cases to be compounded.—The police have no power to permit a cognizable offence to be compounded.

120. Police may not decide question of lunacy.—It is not for a police officer to decide whether a person charged with a cognizable offence is or is not a lunatic. He will deal with the case as if the person were sane, and if an offence be proved, will send the prisoner up for trial.

121. Search of persons arrested.—When a police officer acting under § 51, Cr. P. C., searches a person after arrest and finds property on him, he must give him a receipt for any property taken from him and must attach to the Charge Sheet, if Charge Sheet be submitted, a list of the property found on him. Females may be searched only by women. (§ 52, Cr. P. C., and Part IV of this Manual.)

122. House searches.—The law in regard to house searches is contained in Chapter VII and §§ 165 and 166, Cr. P. C. These sections must be scrupulously followed. The officer conducting a search should take precautions to prevent the possibility of any articles being introduced into the house without the knowledge of the inmates and on the other hand of any articles being taken out of the house while the search is in progress. Care must be taken that the witnesses observe every part of the search.

Searches without warrant for stolen property, etc., are made under § 165, Cr. P. C. No house should be searched without a warrant merely because the occupier is a registered bad character. Such a search should be made only under the circumstances given in § 165, Cr. P. C., and when the police officer has reason to believe that the thing searched for will be found in the house to be searched. Police officers should record in their Diaries the reasons for such search, though they are not obliged to give the name of the person upon whose information they act. Searches by night are not illegal, and are occasionally unavoidable. When, however, the search can be delayed till daylight without endangering the chance of recovering the property, it should be postponed. When suspected property is found in a house, all the property in the house is not to be seized. Property seized must be either alleged or suspected to have been stolen, or found under circumstances which created suspicion of the commission of an offence, and nothing can justify the seizure of the whole of a man's property, because he is suspected of having stolen some particular article or articles.

123. List of property found to be prepared and sent to Court Officer, Form No. 159 of Schedule XL(A).—In order to satisfy the Court as to the identity of articles alleged to have been discovered at a house search and to prevent irregularities, the officer conducting a search under §§ 103 and 165, Cr. P. C., shall prepare a list in Form No. 159 of Schedule XL(A), of the property of which he has taken possession and shall forward it to the Court Officer by the first available *dak* after the search together with a report regarding the search. On receipt

in the Court Office this list shall be stamped with the date of receipt (*Vide* Part IV of this Manual.) Investigating officers are required to carefully note the instructions contained in the headings of this form, and are enjoined to conduct searches under such conditions that there may be no room for suspicion on the part of the witnesses that articles have been surreptitiously introduced by them or their Consts. or chaukidars with a view to their being included in the list of property actually discovered in the place under search.

124. Articles found to be labelled.—All articles or weapons found at a house search or in the person of a prisoner should be carefully labelled and if a Charge Sheet is submitted in the case, should be sent to Court Officer. The labels should be signed by the officer conducting the search.

CASE DIARY. (RULES 125 TO 133.)

125. Case Diaries, Form No. 160 of Schedule XL(A).—§ 172, Cr. P. C. prescribes the Case Diary. The forms of Case Diary will be issued in bound books of 100 forms each. Pen carbon paper will be separately supplied and a tin slab to write on.

Each form will have a separate printed number running consecutively throughout the book so that no two forms will bear the same number. Investigating officers will write their Case Diaries on these forms, placing one or two sheets of carbon paper underneath the original according as one or two copies of the original is required. On the conclusion of an investigation the sheets of the original Diary will be removed from the book and filed together. Every file will be docketed with the number, month and year of the First Information Report, the final form submitted, and the name of the complainant, the accused, and the investigating Police officer. The order regarding preservation and destruction of these papers should also be noted. All Case Diaries should invariably be regarded as confidential and kept under lock and key in a secure box until the case to which they relate is finally disposed of by the orders of the Magistrate or the Judge, and an appeal if preferred has been decided or the period allowed for appeal has expired. No Head Const., Const. or outsider shall be allowed to see the Case Diaries unless duly authorized *vide* rule 128.

126. Language to be used in writing Case Diaries.—Case Diaries will be ordinarily written in the vernacular, but Ss. P. may permit selected Sub-Insp. who are competent, and are willing to do so, to write their Diaries in English. Such permission should be given by a formal order and should be reported to the D. I. G. of the Range. This permission does not apply to statements recorded under § 161, Cr. P. C. (*G. O. No. 1911-J. dated the 3rd November 1906.*) In the Assam Valley districts (except Goalpara), Case Diaries will be written in the writer's own language unless he has been selected as competent to write in English. (*Police Cir. No. 51 of 1907.*)

127. The contents of Case Diary.—The Diary under § 172 is a record which an investigating officer is bound by law to keep of his proceedings in connection with the investigation of each case. The law requires the diary to show—

- (i) the time at which the information reached him ;
- (ii) the time at which he began and closed his investigation ;
- (iii) the place or places visited by him ;
- (iv) a statement of the circumstances ascertained through his investigation.

Nothing which does not fall under one of these heads need be entered except that the first Diary should contain a summary of the First Information Report for the convenience of superior officers. The First Information should not be reproduced *in extenso*.

Under heads (iii) and (iv) should be noted the particulars of the house searches made with the names of witnesses in whose presence search was made (§ 103, Cr. P. C.) ; by whom, at what hour, and in what place arrests were made ; in what place property was found, and of what description ; the fact ascertained ; on what points further evidence is necessary, and what further steps are being taken with a view to complete the investigation.

The Diary should mention every clue obtained even though at the time it seems unprofitable and every step taken by the investigating officer, but it should be as concise as possible. The statements of witnesses must not be recorded in the Diary but the names of all witnesses examined should be given. The Diary should be a record of acts done by the officer and of the facts ascertained by him, *i.e.*, of the result of his investigation.

128. The Case Diary privileged.—A Diary so composed, that is a Diary which does not contain the statement of witnesses is privileged. The Court may send for it and may use it, not as evidence, but as an aid in judicial enquiry or trial, but the accused has no right to call for it, or to see it, even if referred to by the Court ; the only exception is that when it has been used by the Police officer who made it to refresh his memory or when the Court use it for the purpose of contradicting such officer, then the provisions of § 145 or § 161 of the Evidence Act, I of 1872, will apply.

Subject to the power of the Magistrate and Judge no one except the following persons shall be allowed to see the Case Diaries until final disposal of the case by the magistrate or judge, but Diaries which relate to facts or contain mention of facts which either for personal reasons or for reasons of State it may be desirable to keep strictly confidential may be kept in the personal custody of the S. P. even after disposal of the case.

- (i) The investigating officer.
- (ii) The O./C. of the P. S. or O. P.
- (iii) The Circle Insp. or Police officers of higher rank.
- (iv) The Court Officer (Sub Insp. or Insp.)

- (v) Any person specially authorized by the above persons.
- (vi) The clerk in the office of S. P. authorised to deal with Case Diaries.

129. Recording of statements under § 161, Cr. P. C.—Besides the Diary an investigating officer has discretion, under § 161 of the Cr. P. C., to record or not the statement of any witness examined by him. All such statements should be signed and dated by the officer recording them and the superior officer locally supervising the case. No such recorded statement is in itself admissible in evidence. When, however, the witness, whose statement has been so recorded, is called for examination by the prosecution, the accused is, under § 162 of the Cr. P. C., entitled to request the Court to refer to the statement, and the Court is bound to do so. After such reference the Court, if it thinks it expedient in the interest of justice and not otherwise, may direct that the accused be furnished with a copy of the statement. The witness who made the statement may afterwards be questioned with regard to it, in order to impeach his credit, as provided in § 155, clause (3) of the Indian Evidence Act, 1872, and should he deny that he said anything recorded therein, the Police officer who recorded the statement may be examined with regard to it, and will be allowed to refresh his memory by referring to the whole or any portion of the statement in order to contradict the witness. The statements of important witnesses should be recorded under § 161 Cr. P. C. in all heinous cases but not ordinarily in other cases. But it is open to the investigating officer to record the statement of a witness whom he thinks is not speaking the truth or is likely subsequently to alter his statement. A dying declaration should always be recorded under § 161, Cr. P. C. Heinous cases may be held to include all cases triable exclusively by the Court of Sessions and all cases specially reported. (See Part II of this Manual.) The rule regarding confidential treatment of Case Diaries are *mutatis mutandis* applicable to statements recorded under § 161 Cr. P. C.

130. Instructions for writing Case Diary.—Case Diaries should be written up as the enquiry progresses, and not at the end of each day. The hour of each entry, and name of place at which written should be given in the *column* on the extreme left. A note should be made at the end of each Diary of the place from, the hour at, and the means by which it is despatched. The place where the investigating officer halts for the night should also be mentioned.

A Case Diary should be submitted in every case investigated. The Diary relating to two or more days should never be written on one sheet or despatched together. Two or more cases should never be reported in one Diary; a separate Diary must be submitted in each case daily until the enquiry is completed. But it will not be necessary to send one on any day on which the investigation, though pending, is not proceeded with.

The Diary will be written in duplicate with carbon paper and at the close of the day the carbon copy along with copies of any statement

which may have been recorded under § 161, Cr. P. C., and the lists of property recovered under § 103 or 165, Cr. P. C. will be sent to the Circle Insp.

In Special Report cases the Diaries shall be written in triplicate and the second carbon copy along with copies of statements recorded and of lists of property recovered will be sent direct to the S. P. to enable him to prepare his Special Report, the third copy being sent to the Insp.

When sending Charge Sheet to the Court Officer, the investigating officer will attach to it all his original Case Diaries which will be returned by the Court Officer on the case being finally disposed of (*vide* IV—.)

All covers containing Case Diaries should be superscribed "Case Diary" on the left hand corner and should be opened only by those authorised to see them.

131. Maps required in certain cases.—In the following "heinous cases" a map or plan should always accompany the Charge Sheet:—

- (i) Murder.
- (ii) Highway robbery.
- (iii) Extensive burglary or theft where Rs. 600 or more are stolen.
- (iv) Serious riot.
- (v) *Dakaity*.
- (vi) Mail robbery.

The map should, if possible, be drawn to scale, but this is not essential. If not drawn to scale the fact should be noted clearly on the map; it should show all particulars likely to be of use to the Court, such as the place of occurrence, the surrounding rooms or houses, the houses of the witnesses, etc., etc., with their relative positions and distances; the number of the case and the name of the accused should be given at the top, and the signature of the draftsman should be at the foot.

The draftsman should also be produced as a witness at the trial, and evidence should be elicited to show who pointed out to him the various places marked on the map. Ordinarily, maps will not be required in cases other than those mentioned above; but the investigating officer may, at his discretion, prepare and send up a map in any other case.

132. Identification of Suspects.

(i) Whenever it is necessary to submit a person suspected to have been concerned in any offence to identification, the proceedings should be conducted whenever possible in the presence of a Magistrate or of a Sub-Registrar or, if no such officer is available, in the presence of two or more respectable persons not interested in the case who should be asked to satisfy themselves that the identification has been conducted under condition precluding collusion. The identification proceedings should be undertaken as soon after the arrest of the suspected person or persons as possible, and care should be taken that before the commencement

of the proceedings the identifying witnesses are kept in charge of a court peon or other reliable person at such distance from the place where the proceedings are held as to have no chance of seeing the suspects. The suspected persons should if possible be paraded along with 8 or 10 persons, or, if there are more than one suspect, with as many as 20 or 30 persons, similarly dressed and of the same religion and social status, care should be taken that the mixing up of the suspect or suspects with the other persons does not take place in view of the police officers and the witnesses. Each identifying witness should then be brought up singly in charge of the Magistrate's orderly or some other reliable person to pick out the accused if he is able to do so. The identification by such witness should be conducted out of sight and hearing of other witnesses. If there is any fear that the identifying witnesses may be subjected to threats or injury, should they become known to the suspects or to their friends, the witnesses should be allowed to view the persons paraded from a place where they themselves cannot be seen, as for instance through a window or an opening in a door or a wall. When the officer conducting the identification has satisfied himself that no communication between the police and the witnesses was possible he should give a certificate to this effect.

(ii) A statement in Form No. 161 of Schedule XL(A) should be prepared when suspects are presented for identification, and when the identification is not held in the presence of a Magistrate the witness should be prepared to testify to the fairness of the manner in which the identification was effected in the proper *columns*.

(iii) These rules apply only to instances in which suspects have been arrested and have to be confronted with witnesses who express themselves able to recognise them by appearance although not previously acquainted with them. When as frequently happens, the complainant or other witness states that amongst his assailant he recognised certain persons of his acquaintance either by their appearance or by their voice his credibility is a matter for the Courts and no departmental rules can become applicable.

(iv) It should be borne in mind that the primary object of identification proceedings is to test the ability of the witness to identify a suspected person and to ascertain whether there is sufficient evidence to place him on trial. A Magistrate is chosen merely as a person whose impartiality and honesty is not open to question, and when conducting the proceedings he is not acting in a judicial capacity (unless the case is under trial before him). It is not his duty therefore to record statements or put questions to suspects or witnesses except such as are necessary for the purpose of identification. While on the one hand the identification should be conducted with complete fairness and impartiality, on the other hand no attempt should be made to confuse or puzzle a witness or to create conditions which would render a witness who is honestly capable of identifying incapable of doing so.

133. Accused in rioting cases.—In rioting and other cases in which there are a large number of persons arrested great care must be taken

to prevent the identity of persons arrested being impugned at the trial. The names of each person arrested and of the persons who arrested and who identified him should be recorded as soon as possible after the arrest and in all cases before the prisoners are removed from the spot. The place and hour of arrest should also be noted. Offenders caught red handed should be kept distinct from those arrested on suspicion.

ARREST AND BAIL. (RULES 134 TO 139.)

134. Arrest without warrant.—There are only two classes of cases in which a person can, under the Cr. P. C., be arrested without a warrant: First by the Police in the manner pointed out by §§ 54, 55, 57 and 151, Cr. P. C., and, secondly, by the magistrate under §§ 64 and 65, Cr. P. C. In all other cases the arrest must be upon warrant.

An O./C. of a P. S. has no legal power to summon before him any person accused of an offence. The only manner in which the attendance of such person can be enforced is by arrest, and without an arrest the attendance or detention of an accused person cannot, under any circumstances, be compelled. It is therefore to be understood that, whenever an accused person is sent for and made to attend before an investigating officer he is to be considered as having been arrested, and to be entered in the return accordingly. The manner in which arrest is to be made is described in §§ 46 to 48 and § 53, Cr. P. C. No person who has been arrested may be discharged except on bail, or on his own recognisance, or under the special orders of a magistrate. (See § 63, Cr. P. C.)

135. Arrest in foreign territory.—No arrest can be made in foreign territory without a warrant, and the warrant must go through the regular channel. When a person whom it is desired to arrest has taken refuge in foreign territory, a report of the fact should be submitted to the Magistrate of the district, with a request that warrant may issue and steps may be taken to procure extradition.

136. Arrest in adjacent districts.—A Police officer proceeding into an adjacent district, under the provisions of § 58, Cr. P. C., must, except in cases of extraordinary urgency, communicate with the nearest P. S. of the district entered, before proceeding to make an arrest, and must obtain the help of a Police officer of the district to assist in apprehending the offender. Prisoners and property will invariably be taken to the nearest P. S. after arrest. Arrests effected under such circumstances should, under § 62, Cr. P. C., be reported to the Magistrate of the district or sub-division in which they are made.

137. Arrest of Ry., Postal and Telegraph Servant.—When the arrest of any person employed in the Ry., Telegraph or Postal service is deemed necessary and such arrest would cause risk and inconvenience to the public, the investigating officer will make arrangements to prevent the escape of the accused person and will apply to the proper quarter to have the accused relieved. In cases where immediate arrest can be made without causing risk or inconvenience to the public, notice of the arrest as soon as it has been made must at once be sent to the official superior of the accused.

138. Unnecessary arrest to be avoided and bail to be allowed freely.—The police should be careful to abstain from unnecessary arrests. In petty cases it is hardly ever necessary to arrest on suspicion during the course of an enquiry, and never necessary to arrest after the enquiry is over when the case is not to be sent up. In heinous cases it is different. Police officers should not hesitate to arrest on suspicion. Having made the arrest they should send the accused to the nearest Magistrate in the manner laid down in rule 139 or else release him on bail.

A free use should be made of the discretion given by § 497 (2), Cr. P. C., to accept bail in non-bailable cases. It must be borne in mind that under § 54, Cr. P. C., “reasonable suspicion” will justify the arrest of an accused person, but that unless the evidence is sufficient to constitute “reasonable grounds for believing in his guilt” the arrest under § 497 (2) Cr. P. C., should be at once followed by an offer of release on bail. (*Vide Police Cir. No. 10 of 1907.*)

139. Detention of accused in police custody.—Under § 61 Cr. P. C., no person arrested without warrant may be detained in police custody for one single moment longer than under all circumstances of the case is reasonable. Under no circumstances can he be detained in police custody for more than 24 hours (exclusive of the time necessary for the journey from the place of arrest to the Magistrate’s Court) except by a special order of a Magistrate under § 167, Cr. P. C. Such special orders should never be applied for unless it appears that the investigation cannot be completed within 24 hours, that there are reasonable grounds for believing that the charge is true and that the presence of the accused is necessary to complete the investigation. When all these conditions exist, the station officer will, under § 167, Cr. P. C., forward the accused to the nearest Magistrate (whether or not he has jurisdiction to try the case) together with a copy of his Case Diary. He should state clearly either in the Case Diary or in a separate report the reason why a remand in custody is necessary.

It then rests with such Magistrate to order or to refuse to order the further detention of accused in police custody for a period not exceeding 15 days in all. An application for a remand in police custody must not be treated as a matter of routine and of little importance. It should not be applied for unless the accused can point out property to be recovered, or identify other accused persons or can in some way assist the Police in the enquiry. Govt. has ordered that every application for remand under § 167, Cr. P. C., shall be made personally by the chief police officer present to the Chief magisterial officer present. Thus at head quarters the S. P. and at a sub-division the O./C. of the sub-district will appear before the Magistrate of the district or the Sub-divisional Officer, as the case may be, to make such an application, unless it is impossible, owing to the absence of one of the officers concerned, or to some other exceptional cause (*Bengal Police Cir. No. 3 of 1894*).

FINAL FORMS. (RULES 140 TO 151).

140. Instructions for filling up Charge Sheet, Form No. 163 of Schedule XL (A). The Charge Sheet is the report prescribed in § 173, Cr. P. C., to be submitted in cognizable cases when the accused is sent up in custody, absconding or bound on bail (§ 170, Cr. P. C.) to appear before a Magistrate. The names only of those persons against whom the charge is proved (whether arrested or not) should be entered in the Charge Sheet. The Charge Sheets will be numbered consecutively throughout the year. The date of despatch must be entered clearly on it. The form will be carefully filled up in accordance with the printed headings. The following additional instructions are given :—

Column 1.—The name of the person on behalf of whom the complaint was made should be given if the person is different from the informant. In *Column 2* of the form and under item (c) in the counterfoil shall be entered the names only of those absconders against whom the investigating officer intends to proceed. *Columns 3 and 4* should show the hour and date of the arrest of accused persons and the name of the officer who made the arrest.

Column 3.—It is important that the correct name and address of the accused persons be given. If the name and address given by the accused has not been verified, the investigating officer will ask that a remand be applied for.

Column 6.—The names and addresses of all witnesses from whom recognizance to appear before the Magistrate has been taken should be given. The bonds so executed should be attached to the Charge Sheet. The names of other witnesses from whom recognizance has not been taken should not appear except witnesses to house searches who are specially exempted from attendance unless summoned by Magistrate. The names of witnesses to house searches should be entered in red ink.

Column 7.—The reason of the investigating officer for accepting the charges are not to be given. It must be clearly understood that the charge which the Police officer considers established and not necessarily the charge preferred by the complainant must be entered in this *column*.

The certificates on the back of the form must be carefully filled in.

141. Certificate as to previous conviction of accused person.—A Police officer sending up an accused person for trial will take the F. P. of the left thumb on the Charge Sheet and certify on it that he has carefully examined the Register of Persons convicted (village Crime Note Book, Part III), and that he has in all other respects made full enquiry whether such accused person has been previously convicted. A similar certificate must be given regarding absconders against whom a charge is proved. Should previous convictions be ascertained, a short report of all particulars concerning them including the names of any person who can prove the previous convictions will be sent with the

Charge Sheet to enable the Court Officer to prove them under § 511 of the Cr. P. C. In addition to the certificate referred to, the investigating officer, when the accused is charged with an offence for which enhanced punishment can be given on reconviction, will note on the back of the Charge Sheet as to whether the accused has resided in his jurisdiction for a period of more or less than ten years. The investigating officer will also examine the person of every male criminal not being a European British subject sent up to the Magistrate charged with any non-bailable offence for which enhanced punishment can be awarded under the I. P. C. or Whipping Act and will note on the Charge Sheet whether the persons of the accused does or does not bear marks of whipping.

When the entry regarding the previous conviction of the person sent for trial would, under existing rules, be in the register of another station, the investigating officer will note this fact on the Charge Sheet and inform the O./C. of that station that such a person is being sent for trial, in order that the latter may search his station register and supply direct to the Court Officer the information noted in the preceding Para. On receipt of this information the Court Officer will attach it to the Charge Sheet. The receipt of such information from P. Ss. in no way relieves a sadar Court Officer from the performance of the duty of searching the index to Register of convictions and ascertaining whether any conviction, other than those noted by the station police, are entered therein against an accused person. Enquiries should not be made in Nepal as to the antecedents of persons professing to reside in that State.

If a case ends in conviction the number of entry in the Register of persons convicted and in the Surveillance Register (if entered therein) will be recorded on the counterfoil of the Charge Sheet, also the number of the entry in the Register of property taken charge of by the police in cases where property is stolen.

142. Note as to antecedents of accused persons.—The antecedents of each accused person will be distinctly stated under one or other of the following heads:—

1. Known thief, *dakait*, robber.
2. Vagrant with no fixed residence.
3. Suspicious character.
4. Habitual drunkard.
5. Prostitute.
6. Good character.
7. Antecedents unknown.

If a prisoner sent up for trial is known to be a desperate character, the fact should be separately reported in order that the Court Officer may bring it to the notice of the Magistrate.

143. Instructions as to submission of Charge Sheet.—As soon as possible after the charge has been substantiated against the offender the Charge Sheet must be sent by the quickest means to the Court

Officer for submission to the Magistrate. Lists of property stolen, lists of property found on parties arrested, reports on previous convictions, the bail-bonds, and the recognizance bonds executed under § 170, Cr. P. C., (Forms XXV and XXVI of Schedule V, Cr. P. C.) and a map in cases in which the rules require a map, should be attached to the Charge Sheet. If a case in the first instance is reported in Final Report Form, but subsequently by the Magistrate's order or otherwise the accused person is placed on his trial, the Final Report Form must be cancelled and a Charge Sheet submitted. If in transit from a P. S. to the Court an accused person absconds, the Charge Sheet will not be cancelled. The case will be kept pending till the absconder is arrested, or till his arrest is considered hopeless.

144. Sending up of accused in rioting cases.—In riot cases all persons against whom the offence is proved must be sent up. The practice of sending up one or two persons only is forbidden. Similarly in proceedings under § 110, Cr. P. C., care must be taken that the principals and not only persons of minor importance are bound down.

145. Binding down of witnesses.—Unless the District Magistrate otherwise directs the witnesses should be bound down to attend before the magistrate as soon as they can reach his court, except when the occurrence of a gazetted holiday renders it improbable that the case can be heard at once they should be bound down to appear on the morning of the next day after the holiday or holidays. Also in cases in which the majority of the accused or the more important individuals amongst them are absconding, but are likely to be soon arrested, an investigating officer may submit a Charge Sheet without sending up all the witnesses, only sufficient evidence being sent to justify the postponement of the case and the remand of the accused to custody or on bail. In other cases if any delay is allowed for the convenience of the witnesses, or for any other special reasons, the circumstances must be at once reported to the Magistrate.

146. Instructions regarding the submission of Final Report, Form No. 64 of Schedule XL (A).—The Final Report Form is that contemplated in §§ 169 and 173, Cr. P. C. It is submitted in all cases in which there is insufficient evidence to justify the trial of the persons arrested or in which the charge is false. The bail-bonds taken under § 169, Cr. P. C., from the accused persons to appear before the Magistrate if called on, should be sent with the Final Report Form. *Column 3* should show the amount of property reported by complainant as having been stolen. In *column 8* the investigating officer should give a clear statement of the case and of the evidence *pro* and *con* together with his reasons for not sending the accused for trial, to enable the Magistrate to judge whether his action has been correct and to decide how the case is to be entered on the statistical registers. The Final Report Form must be submitted immediately on completion of the enquiry and the actual date of despatch must be clearly entered on it. All Final Report Forms should be sent through the Circle Insp.

147. When Charge Sheet may be submitted after Final Report Form.—If after sending the Final Report Form in a case the police

obtain a clue to the offence or the offender, and sufficient evidence to justify further proceeding, their previous action will not prevent their immediately proceeding to make a fresh enquiry; and if on the second enquiry the accused be sent up for trial, Charge Sheet will be submitted. If any one is arrested but not sent up or if no one is arrested, the proceedings will only be entered in the usual Case Diary, and no fresh form need be submitted.

148. Superior officer may not alter Charge Sheets or Final Report Forms.—The O./C. of a P. S. is responsible for the result of any investigation made by an officer subordinate to him (§§ 168 and 169, Cr. P. C.) and must decide how a case is to be sent up to the Magistrate. After a case has been sent up in Charge Sheet or Final Report Form no superior officer may detain, cancel or alter it. But he may order further enquiry pending the orders of the Magistrate.

149. Communication of order of Magistrate.—The Magistrate's final order whether on a Charge Sheet or Final Report Form will be communicated by the Court Officer to the O./C. of the P. S. in Form No. 130 of Schedule XL (A). This form will be pasted on to the copy of the First Information Report kept in the P. S. The order will deal with any property taken by the police in connection with the case, with any person released by the police on bail. The O./C. will take immediate action on these orders.

Across the counterfoil of the Charge Sheet will be entered in red ink the number of the page in the Conviction or Surveillance Registers, in which the convict's name has been registered; and the counterfoils will be separated from the register and filed with the Case Diary to which these relate.

150 Procedure if Magistrate disagrees with Final Report Form of police.—If the Magistrate considers that the police have acted erroneously in not submitting a Charge Sheet he will either order a further enquiry, or direct that the case be sent up in Charge Sheet for trial. When a further enquiry is thus ordered, it should be taken up and completed as soon as possible. If on the completion of such enquiry, the police officer considers the charge proved, he will submit a Charge Sheet, if not proved he will again submit the former Final Report Form after adding a further report showing the result of the second enquiry.

151. Maliciously false cases.—When an investigating officer is of opinion that a case is maliciously false, he must not be content with the mere negative proof that the complainant has failed to prove his case coupled perhaps with some inference based on circumstantial evidence that the case is false. He must proceed to collect positive evidence which will support a prosecution of the complainant under § 211, I. P. C. He must examine the witnesses and must give in his Case Diaries and in his Final Report Form a complete list of the witnesses whose evidence will be needed to prove the case false. He must also record the reason for his opinion in the Final Report Form with special care

and fulness. The Court Officer will then be in a position to deal with the case as required in Part IV of this Manual.

The result of the application for sanction to prosecute and of the trial, if prosecution be sanctioned, will be communicated by the Court Officer to the O./C. of the P. S.

ESCORT OF PRISONERS, ETC. (RULES 152 TO 156).

152. Custody of Prisoners at P. Ss.—The O./C. of a P. S. or O. P. is responsible for the safe custody of all prisoners brought to the P. S. or O. P. He must see that every prisoner is searched before he is placed in the lock-up and any rope, weapon or tool taken from him.

It is his duty to see that sentries are duly told off and proper arrangements made for guarding prisoners, and that necessary precautions are taken in case of prisoners taken out to relieve nature. When any prisoner is in the station, the O./C. or some subordinate Sub-Insp. or Head-Const. must, if possible, remain at the P. S. or O. P. to relieve sentries, and to give instruction in case of necessity. The keys of the lock-up should remain with the sentry, so that he may be able to release the prisoner in case of fire or other emergency. Prisoners should be taken out to relieve nature at as late an hour as possible before officers retire to rest in order that it may not be necessary to open the lock-up during the night. If, however, this is necessary, the prisoners before being taken out must be secured with handcuffs, or a rope attached in such a way as to prevent free action of the legs. The prisoners must not be allowed out of sight for any length of time. A long rope should be tied to him and the end held by the guard, and every precaution should be taken against escape. In despatching prisoners to Court, clear instructions should be given to the escort regarding route and halting places.

153. Instructions regarding the escort of prisoners sent from P. Ss.—The following are the rules regarding the escorts of prisoners sent from P. Ss.—The rules should also be followed, so far as possible, in escorting prisoners arrested in the *mufassil*. If proper precautions are taken the risk of a prisoner escaping is very slight, and if a prisoner does succeed in escaping, it is almost always due to neglect. If the neglect is on the part of a police officer he is liable to prosecution under the I. P. C. Police officers escorting prisoners must therefore take every precaution, but no unnecessary violence must be used and no unnecessary restraint imposed.

The O./C. of the P. S. is responsible that the prisoner is sent with an adequate escort and that he is properly secured with serviceable handcuffs, or if no handcuffs are available, with rope or other suitable means. If rope is used care must be taken that it is not tied so tightly as to stop the circulation.

Witnesses arrested under § 171, Cr. P. C., are not to be treated as criminals and put in irons, but simply as persons arrested under civil process. The O./C. of the P. S. is also responsible that a prisoner when despatched is in a fit state to travel.

Prisoners must, if possible, be despatched from P. Ss. at such a time that they will reach their destination or the next P. S. before night fall.

A certificate in Form No. 165 of Schedule XL(A) should accompany the prisoners.

Every prisoner must, if possible, be forwarded direct to the nearest Magistrate having jurisdiction, and must not be sent to the next superior officer of Police.

It is the duty of the station officers to arrange so that prisoners in transit are properly fed and treated. Meals should be taken by daylight, or if a short delay only be necessary, deferred until after arrival at a station.

If the party has to sleep a night on the road, the Const. or other officer in charge should, on arriving at the village where the halt is to be made go to the Headman or other leading man of the place and call upon him to provide a secure room for the custody of the prisoner or prisoners, and extra men, if necessary, for night guard.

Ordinarily it will be sufficient to send one Const. in charge of one or even two petty offenders; if the offence with which the prisoner is charged is of a serious nature, or the prisoner is of desperate character, or if there be a large number of prisoners, the escort of police should be proportionately increased. The despatching officer must use his discretion in deciding what number of men are necessary. If really necessary, one or more village chaukidars should accompany the party.

Chaukidars should be relieved when possible on the road, and not be taken to an unreasonable distance from their villages. Their diet expenses, while on this duty, must be borne by the police. In districts where chaukidars are not available it is always open to a police officer under § 42, Cr. P. C., to call upon the Village Headman or other influential person to give assistance.

154. Use of handcuffs.—Handcuffs should usually be employed in non-bailable cases unless the prisoner owing to age, sex, or infirmity can be secured without handcuffs. In the event of the Const. in charge of a prisoner having to go aside for any purpose, he should see that the prisoner is properly secured. Great caution should be exercised at all times, in the removal of handcuffs, or other fastenings from prisoners *en route*, whether by land or water. Special care is also necessary when a prisoner is allowed to relieve nature. Prisoners should be handcuffed in couples, the right wrist of one to the left wrist of the other, as laid down in Part III. Prisoners in bailable cases should not be handcuffed unless violent, and then only by order of the O./C. of the station. If it is necessary to handcuff such a prisoner the reason for doing so should be entered in the General and Case Diaries and in the Certificate of despatch.

Where these rules are deficient, escorts should be guided by the rules in Part III, so far as they are applicable.

155. Expenses of prisoners how to be met.—Expenses incurred in feeding prisoners while in transit from P. Ss. to head-quarters, and of

hajāt prisoners made over temporarily to the police for purposes of detection, should be repaid to the police by the Magistrate from the funds placed at his disposal for contingencies, and should not be charged in the police Contingent bill. Bills should be submitted from police stations monthly in Form No. 189 of Schedule XL(A). (*G. G. Order No. $\frac{2 \text{ Jails}}{77-88}$, dated the 14th February 1896.*)

The O./C. of a guard will keep an account of expenditure on a slip of paper, and when he returns to his station he will deliver the account together with the balance of any cash which may have been advanced to him to the station officer by whom it will be forwarded to the S. P. with a bill for re-imbursement. If the guard is changed on the road, the account with cash advance, if any, will be made over to the relieving officer who, on return to his station, will make it over to the station officer by whom it will be sent to the despatching station for action as above.

156. Expenses of witnesses.—Bills for expenses of witnesses who are not Govt. servants travelling by rail or long distances by boat or road in the interest of police cases, may be sent to the S. P. for sanction and payment. Such expenses should only be incurred in cases of considerable importance and should be recovered from the District Magistrate on the analogy of the rule framed under the provisions of § 544, Cr. P. C. regulating the payment on the part of Government of the expenses of complainants and witnesses attending the Criminal Courts.

UNNATURAL DEATHS. (RULES 157 TO 159).

157. Enquiries into unnatural and suspicious deaths.—Immediately on receipt of information of a sudden or unnatural death, the Head-Const. or Sub-Insp. will fill up in duplicate the First Information prescribed for unnatural death cases, Form No. 166 of Schedule XL (A), recording the informer's statement so far as possible in his own words, and will despatch the original to the Court Officer through the Insp. The enquiring officer will then proceed to the place where the body of the deceased person is and after holding the inquest will send in his final report. The inquest report will be signed by the police officer and respectable inhabitants of the neighbourhood as required by § 174, Cr. P. C. The inquest report which is separate from the final report of the enquiry, should be attached to the final report and despatched with it. If several people have met their deaths from the same accident, there should be a separate inquest report relating to each corpse, but not necessarily a separate First Information or final report.

Junior Sub-Insp. and Head-Const. are empowered to hold inquests under § 174, Cr. P. C. (see rule 66).

158. Death of prisoners in police custody and of Europeans.—The law requires that an enquiry by a Magistrate under § 176, Cr. P. C., must be held whenever a man dies while in the custody of the police. A Police officer empowered to hold an inquest on receiving

information of a death in police custody will take up the enquiry under § 174, Cr. P. C., and at the same time send notice to the nearest Magistrate who has power to hold an inquest. He must at once telegraph to the S. P. who should telegraph to the I. G. P. and the D. I. G. of the Range. Similarly the orders of Government require that if a European soldier or officer dies an unnatural death, an enquiry by a Magistrate under § 176, Cr. P. C., must be held and in such cases the police officer will confine his action to entering the information in the General Diary and send an immediate report to the nearest Magistrate who has power to hold an inquest, and pending the arrival of the Magistrate (which may be delayed) take up the enquiry.

159. Case Diaries in unnatural death enquiries.—Case Diaries need only be submitted in enquiries into unnatural deaths if the enquiry lasts more than one day. But if the police officer making the enquiry sees reason to suspect crime the enquiry becomes one under § 157, and Case Diaries must be submitted.

VILLAGE CRIME NOTE BOOK. (RULES 160 TO 175).

160. Village Crime Note Book described. Form No. 167 of Schedule XL(A).—In order to deal effectively with crime, it is necessary to have a continuous record of the criminal history of individuals and localities. To secure this, there will be maintained for each village or other administrative area which may be chosen as the unit for the purpose, a "Village Crime Note Book" which combines Crime and Conviction Registers with History Sheets of persons of doubtful character. This Note Book will be kept in Form No. 167 of Schedule XL. (A), in the manner described below:—

There will be a Village Crime Note Book for each village. The Village Crime Note Book is divided into five parts:—

Part I.—Village History Sheet, will contain general information regarding the village.

Part II.—Crime Register, will deal with details of crime occurring in the area.

Part III.—Will take the place of the Conviction Register and will contain details of the convictions of persons residing in the area.

Part IV.—Will contain notes on crime in the village with special reference to factions, land or water disputes, presence of criminal tribes or gang, obstruction on or damage to Ry. line within the village limits, and special outbreaks of crime in the village, etc.

Part V.—Will consist of History Sheets of persons residing in the village area who are believed to be addicted to crime.

N. B.—Village Crime Note Book should be opened for municipal towns and the rules applied so far as they are applicable. There will be no Village Headmen in municipal towns.

161. Village Crime Note Book how to be bound.—The first four parts will be bound so that each volume may contain the first four parts of the Note Book for all the villages comprised (i) in the case of

the Assam Valley districts, in one Revenue *Mauza* or in such portion of a Revenue *Mauza* as may fall within the jurisdiction of a P. S. and (ii) in the case of Cachar, Sylhet, Goalpara and the Eastern Bengal districts, in one *panchayati* circle. The forms will be provided with eyelet holes so that pages may be added when necessary. Within the volume the four parts belonging to each village will be in juxtaposition and the villages will be arranged in alphabetical order. Thus if in *panchayati* circle Z there are 20 villages, A, B, C, D, etc., the Note Book of Z circle would be bound as follows :—

Village A—Parts I, II, III, & IV . . .	pages 1 to 4
Village B—Parts I, II, III, & IV . . .	pages 5 to 8
Village C—Parts I, II, III, & IV . . .	pages 9 to 12 and so on.

Part V of the Note Book will not be bound, but will be eyeletted and fastened together in flat file containing all the History Sheets for the *thana* or O.P. They will be given serial numbers and will be arranged, as far as possible, in the order adopted for the first four parts. These Note Books will be confidential documents, kept by the O./C. of a P. S., who will be responsible for their contents and safe custody and will initial every entry made in them.

NOTE.—The rules relating to the village Crime Note Book and surveillance of bad characters do not apply in the Hill districts where the rules prescribed in the Assam Police Manual for the surveillance of criminals will continue to be in force.

162. Vagrants how to be registered.—Spare parts will be kept for homeless vagrants and persons convicted of offences committed on Rys.

163. Alphabetical list of villages.—For facility of reference an alphabetical list of all the villages contained in the jurisdiction of the P. S. or O. P. should be maintained in Form No. 168 of Schedule XL(A).

164. Part I.—Village History Sheet.—The following instructions are given for keeping the various parts of the registers :—

Part I.—Village History Sheet.

In *column 1* (Headmen) will be entered those who have been appointed as such under § 45 (3), Cr. P. C., and ordered under § 45 (1) (f) to report the departure and arrivals of bad characters. The names of *panchayets* will also be entered with their residence if it is in a different village. The date of appointment of each *panchayet* and Headman will be entered against his name.

In *column 2* will be entered other leading men residing in the area, including those who have influence amongst the various classes and castes in the village.

The names of all village touts (*dewanias* or *torni muktars*) and of persons who are in the habit of fostering litigation will be given and of the leading money-lenders. These entries should be properly classified and gaps left between each class for further possible entries.

Column 3.—Village watchmen—Chaukidars.—Where there are no village watchmen the *column* will be blank. The dates of appointment and approximate ages of the chaukidars should be given.

N. B.—The S. P. may under Political Branch D. O. No. 8814—36 S.B., dated the 13th November 1909, direct the entry of names of other persons in this Part.

165. Part II.—Crime Register.—Only matters relating to the offences named in schedules A, B and C below will be entered in this register. All offences under these sections reported as occurring within the area will be entered whether they are true or false actually or technically.

When the convicted man is a native of a village other than that in which he committed the offence, a cross reference should be made between the entry in Part III of his native village and the entry in the remark *column* of this part.

The *columns* should be filled in as follows :—

Column 1.—Will contain the monthly serial number of the First Information from the P. S. register and month in which the case was reported as well as the name and residence of the complainant which will be given below the First Information No.

Column 2.—Date of occurrence will be obtained from the First Information Report.

Columns 3, 4, 5 and 7.—Information for these *columns* will be found in the Magistrate's finding as given in the Final Memos. obtained from the Court Officer.

Column 6.—In this *column* will be entered the name, parentage caste and residence of every person accused or suspected either by the informant or others, or against whom suspicion has been aroused during the course of enquiry. The names of persons who have absconded will be entered in red ink.

SCHEDULE A.

For the purpose of section 75, I. P. C.

Chapter XII, I. P. C. :—

All offences except those punishable under §§ 241, 254, 262 and 263A.

Chapter XVII, I. P. C. :—

§§ 379 to 382.—Theft of all kinds.

§§ 384, 386 to 389.—Extortion of all kinds.

§§ 392 to 394, 397 and 398.—Robbery of all kinds.

§§ 395, 396, 399, 402.—*Dakaiti* of all kinds.

§§ 400 and 401.—Belonging to a gang of thieves or *dakaitis*.

§ 404.—Dishonest misappropriation of property belonging to a deceased person.

§§ 406 to 408.—Criminal breach of trust.

§ 409.—Criminal breach of trust by a public servant.

§§ 411 to 414.—Receiving stolen property.

§§ 418 to 420.—Cheating of all kinds except simple cheating (§ 417, I. P. C.)

§§ 429 to 433, 435 to 440.—Serious mischief.

§§ 449 to 452.—House-trespass in order to commit an offence. § 451 should only be entered when punishable under the second-half of that section (theft).

§§ 454 to 458.—Lurking house-trespass or house-breaking other than simple (§ 453).

§§ 459 and 460.—Grievous hurt or death caused in house-breaking.

§ 462.—Fraudulently opening a closed receptacle held in trust.

SCHEDULE B.

For the purposes of §§ 3 and 4 of the Whipping Act, 1884.

§§ 193, 194, 195, I. P. C.—Giving or fabricating false evidence.

§§ 211, 377, I. P. C.—False charge of committing an unnatural offence.

§ 354, I. P. C.—Indecent assault on a woman.

§ 376, I. P. C.—Rape.

§ 377, I. P. C.—Unnatural offence.

§§ 465 to 469.—Forgery.

SCHEDULE C.—Other offences.

§§ 170, 171, 328, 370, 371, 372, 373 and 417, I. P. C.

§ 385, I. P. C.—Putting or attempting to put in fear of injury in order to commit extortion.

§§ 489A to 489D, I. P. C.—Forgery of Currency notes and Bank notes.

§ 311, I. P. C.—Being a *thug*.

§§ 363 to 369, I. P. C.—Kidnapping.

§ 461.—Dishonestly breaking open a closed receptacle.

§§ 263A and 329, I. P. C.

§§ 109 and 110, Cr. P. C.—Bad livelihood.

§§ 3 and 4, Act III of 1867.—Gambling.

§ 9 of Act I of 1878.—Opium smuggling.

Excise Laws—Offences punishable with fine of more than Rs. 200.

Arms Act.—§§ 19 (a), (c) and (f).

Railway Act.—§§ 126-127.

Convictions under § 562, Cr. P. C. should also be entered in the register, if coupled with any of the offences mentioned in the schedules.

166. Part III.—Conviction Register.—This will contain the names of every person residing in the village who has been convicted of any of the offences specified in Schedules A, B and C above.

The convictions of homeless vagrants will be entered in the spare part kept under rule 162 of this part for the *panchayati* circle or *Mauza* in which the crime was committed. In cases of reconviction, if the convict changes his residence, a reference to *column* 8, Part III should be made against the fresh entry in that village and this should also be noted in the Index Register against the old entry.

The following instructions are given for writing up the register :—

Column 1.—Should contain the serial number in this part of the persons convicted.

Column 2.—Will contain the name and residence of the convict.

Column 3.—Requires no explanation.

Column 4.—In this *column* will be entered the name of the district or sub-divisional Court in which convicted, or in the case of a person convicted in the Sessions or High Court the name of the committing Court and the name of the convicting officer.

Column 5.—The offence to be entered is that of which the accused is convicted, and not the § under which he was sent up by the police.

Column 6.—This *column* shall contain the punishment awarded by the lower Court and the result of appeal if any.

Column 7.—The P. S. and O. P. in which the place of occurrence is situated should be given.

Column 8.—Will contain a reference to previous convictions if any, and the name of an officer or person who can identify the convict will also be given.

Column 9.—Remarks. This will contain cross references to Part V and to other units. On receipt of Release Notices of P. R. convicts the words "F. P. taken" should be noted in this *column*.

Habitual smugglers of opium who have been convicted under the Opium Act should be distinguished by the word opium in red ink.

167. Sending Conviction Rolls.—When the convicted person is not a resident of the station from which the case was sent up, the following procedure will be adopted :—A roll in the form of a loose sheet of the Conviction Register, will be sent to the O./C. of the P. S. in whose jurisdiction the convict resides for entry in the register of that station. The date of despatch of the Conviction Roll should be noted in the last *column* of the Crime Register. The O./C. of that station after making the entries and noting in the remark *column* the number of First Information and the name of the station to which the case belongs, will return the original papers to the O./C. of the station from whom they were received. This procedure will be followed by the Ry. police when persons are convicted in cases sent up by them. The same procedure will be adopted when a convict leaves one station to reside permanently in another with the proviso that the number and date of

despatch of the roll as well as the number of entry in the Conviction Register of the Station concerned should be noted in the Remark *column*. When it is necessary to send the rolls, etc., to a station outside the district they should be sent through the S. P.'s office. If a convict has resided for ten years in a village, and has his family with him, he will be regarded as a resident of that village and his name will be entered in the Conviction Register. (*Cir. No. 6 of 1908*).

168. Action on receipt of Release Notice.—On receiving a notice of release of a convict from a Jail, or Penal settlement, the station officer shall note the necessary particulars in the Conviction Register, ascertain whether the released convict has returned to and intends to reside in his village or not; and in case he does not return, will report the fact to the S. P. for issue of necessary orders and for the entry of his name in the station in which he may reside. When the date of release shall have been entered in *column 9* of the P. S. register, and the convict shall have returned home, the Release Notice shall be returned to the S. P.'s office with a report of these facts and the number of the entry in the register endorsed on it.

169. Juvenile prisoners to be escorted to their homes.—All juvenile convicts shall, on release, be taken to their homes by the police, and be given up to their relatives in the presence of two respectable residents of the neighbourhood.

170. Elimination of names from Conviction Register.—Names of deceased persons and of persons who have attained the age of 60 years and have not been convicted during the preceding ten years, and of persons who have attained the age of 50 years and have not been convicted during the preceding 20 years will be struck out under the orders of the S. P. At the close of each year all station officers will submit lists of persons whose names have been removed during the year to the headquarters Court Office, and the head quarters Court Officer will, after making the necessary correction, forward the lists to the S. P. who will satisfy himself that the indices have been corrected.

171. Part IV.—Crime Notes.—The information to be entered in this part should be obtained from all reliable sources that are available, and should relate to as many years back as is possible. When once the note has been written up it should be added to from time to time by the station officer as fresh information is obtained or fresh events occur.

The instruction given on the form as to the information to be entered is not exhaustive and no exhaustive list can be given, as the nature of the entries to be made will vary from place to place. Notes on the following additional points will be found generally useful:—

- (a) Class of crime prevalent.
- (b) The existence of any party factions, with some account of their origin and leaders.
- (c) Disputes between rival *zamindars* or between tenants and *zamindars*, and the names of any person concerned or suspected to be concerned in riots other than a petty riot.

- (d) An account of any notorious village tout and the cases with which he has been connected.
- (e) Any special outbreak of crime, the measures adopted to check it, and the success or otherwise of this measure.
- (f) Names and details of residents who are suspected of committing crime in other P. Ss.

N. B.—The S. P. may under Political Branch D. O. No. 8814—36 S. B., dated the 13th November 1909, direct the entry of the names of other suspicious persons in this part.

172. Part V.—History Sheets.—History Sheets will contain a short account of the life of the person to whom they relate and all facts likely to have a bearing on his criminal history. They will be prepared for all persons believed to be addicted to crime, both those who have been actually convicted and those whose habitual criminality is not yet established by legal proof. The conviction of a person for a heinous offence, such as robbery, *dakaity*, serious burglary or receiving stolen property, would ordinarily be sufficient to justify the opening of a History Sheet, unless there be reason to believe that although convicted of one of these offences, the man is not a habitual criminal. For instance a History Sheet would not be opened for a man who, though convicted of house-breaking, is believed to have committed the offence in order to carry on an intrigue with a woman and not for purpose of theft; on the other hand if a person suspected of being a receiver of stolen property or of being concerned in systematic cattle-theft, a History Sheet should be begun, even if he has not been convicted. In no case should a History Sheet be prepared of a person who has been dealt with as a first offender under § 562, Cr. P. C. Proceedings under § 110 Cr. P. C., should ordinarily not be taken until a History Sheet establishes a case of bad livelihood. But if security has, in any case been demanded from a person under § 109 or 110 Cr. P. C. before the preparation of a History Sheet, such a Sheet should at once be opened.

History Sheets should be opened for persons residing in the districts of Chittagong or Bakarganj who have been convicted of or are reasonably suspected of being guilty of opium smuggling.

Any officer completing a sheet of a history shall note on the succeeding sheet that the final entry in the previous sheet has been made by him.

In all cases the orders of the Circle Insp. must be obtained before a History Sheet is opened and the Insp.'s orders should be confirmed by the S. P. when inspecting the P. S. or O. P. If any information favourable to an individual, whose name has been entered in the History Sheet is obtained, it should be duly recorded.

There should be no regular watching over the movements of persons for whom History Sheets are opened, unless their names have been also entered in the Surveillance Register mentioned in rule 175, but the O./C. of P. S. should make confidential enquiries regarding the mode of the life of such person, when he visits each village and note in the History Sheets information, both favourable and unfavourable, which he may obtain in this or any other way.

If the man has not been suspected of complicity in any case during any calendar year, the fact should be noted in his favour at the commencement of the next calendar year.

173. Instruction for writing up History Sheet.—*Column 5.*—Court Officers when sending to the P. S. or O. P. concerned, the Final Memos. of cases which have ended in conviction shall invariably note on the back of the Final Memos. the descriptive roll of the convict which has been entered in their Conviction Register (*Vide IV.*—) and the O./C. of the P. S. or O. P. concerned shall enter the descriptive roll in the History Sheet, should such be opened for the person convicted. (*Cir. 3 of 1908.*)

Column 6.—Information for *column 6* should be obtained from the Court Officer.

Relations and connections.—This should include any known criminal associates, details of whose residence, etc., should be collected and given.

Property and mode of earning livelihood.—This should include in addition to a detailed account of the property, the number of persons he has to maintain.

Convictions.—Should be entered in chronological order, giving date, name of convicting Court, and terms of punishment.

History and movements.—Here should be noted the various places frequented by the criminal, and the opinion of the people as to character and doings, and his usual methods of committing crime. The visits made by the station officer and by officers deputed by him should be entered, as well as any information obtained at such visits. It should be noted whether any stranger comes to his home and whether his presence at any place or absence from home are identical with any occurrence of crime. In case of any crime occurring, whether he is suspected, either as the perpetrator of the offence or as an abettor of the same. Whether his associates come to him or he goes to them. The History Sheet should thus contain full material for instituting proceedings under the preventive sections of the Cr. P. C., should such be necessary.

174. Index of persons convicted and for whom History Sheet has been opened.—In order to facilitate reference, an index must be kept in Form No. 169 of Schedule XL(A) of all persons whose names have been entered in Part III (Conviction Register) of the Village Crime Note Book and of all persons for whom History Sheets have been opened.

175. Surveillance Register. Form No. 170 of schedule XL (A).—While there will be a separate Note Book for each village, there will be one Surveillance Register for each P. S. to be maintained in Form No. 170 of Schedule XL (A). Entries will be made in the latter only by order of the S. P. This will also be a confidential register, and will be kept by the O./C. of the P. S. It will be merely an index of the names of men placed under surveillance. Details of their movements will be written in the History Sheets,

Suspects and convicts need not be treated separately except so far as the fact of a conviction for a certain class of offence may render the convict liable automatically to Police surveillance. No one will be placed under surveillance until his name has been entered in the Surveillance Register by order of the S. P. Reputed receivers of stolen property are not often convicted but they should be watched, and if the History Sheet establishes strong case against the receiver he should be placed under surveillance.

Column 7 of the register will contain the order of the Magistrate or the S. P. in case of convicted person, and in cases of suspected bad characters a reference to the proceedings drawn under rule 179, the signature of the officer should be that of the officer who makes the entry.

Columns 8 and 9 will be filled in by the S. P. at the time of passing orders. Whenever any name is struck off by the S. P. the History Sheet need not thereafter be kept in so great detail as before.

SURVEILLANCE. (RULES 176 TO 191).

176. Persons to be placed under surveillance.—It is impossible to define with absolute precision the class of persons to be placed under surveillance and much discretion must be left to Ss. P. in the matter. They should remember that although surveillance is to be exercised by the village authorities the efficiency of the surveillance will depend largely on the supervision maintained by the station staff, and the number of surveilles must be limited to what the staff is able to supervise effectively. The list of persons under surveillance must therefore be confined to the narrowest possible limits, and in the Assam Valley districts, except Goalpara, the S.P. should invariably consult the Deputy Commissioner before placing any man under surveillance. It may, however, be laid down that all persons answering any of the following descriptions should be placed under surveillance :—

- (a) Convicts, that is persons who have at any time during the past five years been under sentence of imprisonment for committing *dakaiti*, serious house-breaking, serious highway (including mail) robbery, professional drugging, professional counterfeiting or uttering of counterfeit coin, or bad livelihood.
- (b) Suspects, that is persons who are known or suspected to have been concerned in any of the above offences during the same period or who are, or are believed to be professional, habitual or notorious cattle-lifters or burglars, thieves, gamblers, receivers of stolen property, harbourers or abettors of thieves or to belong to any criminal tribe or gang.

No person falling under class (b) shall be entered in the Surveillance Register except after a History Sheet has been opened and the orders of the S. P. obtained in the manner laid down in the following rule. The fact that an *ex-convict* is not entered in the Surveillance

Register must not be held to exempt the Police from all further responsibility in regard to his action, and it will still be necessary for them to acquaint themselves with his whereabouts and associations, and they should continue to look him up on convenient opportunities occurring.

N. B.—In the districts of Bakarganj and Chittagong persons who have been convicted of or are reasonably suspected of opium smuggling should be placed under surveillance. Chaukidars in whose jurisdiction such persons reside will be informed of their names and warned to report their movements to the *thana* officers without delay. The *thana* officers will deal with these reports as in case of other bad characters or suspects. (*G. O. No. 4330-J., dated 6th December 1909.*)

177. S. P. to order entry in Surveillance Register.—When the History Sheet of any person gives rise to a reasonable presumption that he is living a life of crime, a statement of the fact will be submitted to the S. P., who will decide whether there are sufficient grounds for requiring the Police to exercise a closer supervision. It is desirable that whenever possible this decision should be based on enquiry at the station and not merely on a written report. Should this decision be in the affirmative, the S. P. will direct the entry of the name in the Surveillance Register of the P. S., the History Sheet will then be maintained in much greater detail, and if the surveillance is effective a comparatively short period of close supervision will either show that the suspicion of criminal livelihood was unfounded, or will furnish evidence sufficient for the conviction of a specified offence or to justify the taking of security for good behaviour.

178. Elimination and addition of names in Surveillance Register.—Ss. P. and Circle Insp. must scrutinize the entries in the History Sheets and Surveillance Registers whenever they visit a P. S. or O. P. They must not be content to accept always without enquiry the opinion of the O./C. of the P. S. in the matter of the removal of existing names or the addition of new names. They must go to the village where the suspects or *ex*-convicts reside and personally make enquiries from their neighbours. When an outbreak of crime occurs, it is often due to the fact that while the persons under surveillance have ceased to be active criminals, other criminals have arisen who are unknown to the Police. When such an outbreak occurs, it is the duty not only of the O./C. of the P. S. but also of the S. P. and of the Insp. to go out into the village and endeavour to ascertain who are the active criminals. If a S. P. decides to order the name of any person to be placed in the Surveillance Register, it may sometimes be expedient for him to take an opportunity privately to inform the individual that his conduct has been suspicious, and that his movements will be closely watched by the Police.

179. Surveillance of persons not convicted.—No name of an unconvicted person (see Rule 175 above) should ordinarily be retained in the register for more than three years. But, if for special reason, it is desirable to retain the name, the special order of the District Magistrate must be obtained and renewed at intervals of one year on proceedings drawn up, either by the District Magistrate himself or a

Sub-Divisional Magistrate or by a S. P. showing in detail the grounds on which surveillance is deemed necessary. These proceedings, with the District Magistrate's order thereon, will form the record of information to be summarised in *column 7* of the register. Proceedings drawn up under this rule are to be treated as "confidential records," and shall be kept by the station officer.

180. Rules under § 565, Cr. P. C.—The following rule has been prescribed in cases of convicts to notify residence under § 565, Cr. P. C.:—

(i) A convict against whom an order has been passed under § 565 (Act V of 1898) shall, fourteen days before the date fixed for his release, give to the Superintendent of the Jail in which he is confined a true statement of the place in which he will take up his residence after his release. Such statement shall be in writing and shall be signed by the convict in the presence of the Superintendent of the Jail who will countersign it. The three following rules shall be also clearly explained to the convict before he leaves the Jail; he shall be told for what period he is required to observe them, and a copy of them shall be given to him.

(ii) If the convict after release do not, within ten days, take up his residence in the place mentioned in such statement, he shall attend in person at the *thana* or O. P. nearest to place in which he has taken up his residence, and notify to the O./C. his place of residence.

(iii) If, after taking up his residence in any place, the convict desires to change his residence, he shall attend in person at the *thana* or O. P. nearest to his then place of residence and there notify to the O./C. the place to which he intends to change his residence, and the date on which the change will take place. Such attendance shall be not less than fourteen days before his departure when he is moving to another *thana* and not less than seven days when he is moving to a place within the same *thana*. If, for any reason, he does not, within seven days of the date on which he has notified that his change of residence will begin, take up his residence at that place, he shall at once notify in the manner above set out any other change of residence he intends to make.

(iv) If the convict intends to travel to another district, he shall not less than seven days before his departure similarly notify the places to which he intends to proceed, and the probable dates of his arrival at and departure from such places. (*Vide Calcutta Gazette, 16th May 1900, page 482.*)

(v) In applying the foregoing rules to the case of a wandering man having no "residence" in the sense of a fixed place of abode, the place of residence shall be deemed to be the place where he sleeps

even if he remains there only one night. On his release he shall be asked under clause (i) where he intends to stay, and be told that if he moves about the country he must always notify the place of his temporary abode to the Police.

(vi) In giving effect to the rules no unnecessary harassment of *ex-convicts* should be permitted. Any reasonable excuse for failure to report residence or any intended change of residence should be accepted and no prosecution under § 176, I. P. C. should be instituted without the orders of the S. P. or the Magistrate. When any breach of the rules comes to the notice of an O./C. of a P. S. or O. P. and is reasonably explained, particulars must be entered in the General Diary. If any such breach is not at once reasonably explained, the O./C. should make any summary enquiry which may be required to ascertain facts and submit a report through the Circle Insp. to the S. P. for orders. Any breach of the rules must be recorded in the History Sheet.

(vii) The original statement as to residence referred to in clause (i) above should be kept in the P. S. where the convict is to notify his residence.

181. Surveillance by Village Headmen and watchmen.—Surveillance in towns must be exercised by the Police but in villages it must be entrusted to the Village Headmen and village watchmen. All Village Headmen must be furnished by the O./C. of the P. S. or O. P. with a list of bad characters within their jurisdictions, and whenever any name is removed or any name is added, due intimation should be sent to the Village Headman to enable him to fill up his list or make necessary corrections as the case may be. But in the Assam Valley Districts except Goalpara the list of bad characters and any addition or alteration to it will be communicated to the *Gaonburas* through the Deputy Commissioner or Sub-Divisional officer and not by the Police direct.

182. Procedure for the supervision and control of bad characters in tea gardens.—When coolies who have been brought under surveillance by the S. P. or the Deputy Commissioner are living in a tea garden, they shall not be visited in the house or lines without the specific order of the S. P. or the Deputy Commissioner, unless charged with or suspected of a specific offence.

In any case the Police officer should not enter the lines without giving previous intimation to the garden Manager or his representative unless there is special urgency or some other very special reason for not so doing.

The Manager of the tea garden will, on the first of each month (and immediately in case of the coolies absence) send a Post-card, Form No. 173-A. of Schedule XL (A) to the O./C. of the nearest P. S. intimating whether the coolie has been away from the garden during the

night since the last report was submitted. If he has been so absent, the place visited and the cause of the above should be stated.

The Manager will, as far as possible, verify the correctness of the facts reported.

If the coolie is reported absent or is ascertained to be absent, the O./C. of the P. S. or O. P. will report the facts to the S. P.

183. Duty of Police in regard to surveillance.—The duties of the Village Headmen and watchmen in regard to surveillance are given in the above rule. The duty of the Police will consist in visiting not less often than once a month each person under surveillance. Such visits should ordinarily be made by a Sub-Insp., but when owing to pressure of work or other special reason no Sub-Insp. is available for the purpose the *thana* officer may depute a Head Const. to make the visit, recording his reasons for so doing in the General Diary. The main object of these visits is to see that the surveille is being properly looked after by the village chaukidar and all his movements and the visits to his house of strangers are being duly reported to the P. S. If the village authorities are not doing their duty in this respect the fact should be brought to the notice of the S. P. who will take such action as may be necessary.

Night enquiries by the Police will not ordinarily be necessary. They will be needed only when the village authorities are not doing their duty, or when the activity of any special criminal or gang of criminals calls for special measures. Although the primary object of the visits by the Police is to find out whether proper surveillance is being exercised by the village authorities the opportunity must of course be taken to obtain all possible information as to method of life and antecedents of the surveilles and their thumb impression should be taken on the Domiciliary Visit Report according to the rule 184.

Although the O./C. of the P. S. must exercise supervision mainly by personal visits, he will also be at liberty to send out Head Consts. and Consts. from time to time to ascertain whether bad characters are present in their villages. He may also send Consts. to camping grounds, *serais*, ferries, and all places of public resort, to pick up information. But in such cases the Const. should be given definite instructions as to where he is to go, and the enquiries he is to make, and the time of his return to the P. S. should be definitely fixed. The beat system under which Consts. used to be deputed to make regular visits to all villages has been abolished.

The fact that any enquiry has been made by a Const. or officer of higher rank will be entered in the General Diary and all the information obtained thereby will be recorded in the History Sheets.

184. Domiciliary Visit Report. Form No. 171 of Schedule XL (A).—An officer visiting a surveille will fill in the Domiciliary Visit Report noting the name of two respectable witnesses in whose presence the visit was paid. The thumb impression of the surveille should be taken on the slip. The procedure should be followed only in

the case of the more active criminals who were formerly classed as 'C' and the S. P. may, on the report of the Insp., exempt any particular Sub-Insp. by name from taking thumb impressions of the surveilles whom he visits.

Each officer will have a book of Domiciliary Visit Report for his own exclusive use. If transferred he will take it with him to his new post. When an officer goes on leave or is suspended, his book will be kept unused till he rejoins duty: and when he finally leaves the force, the book will be called in and destroyed. The forms should be numbered; the first in each book to bear No. I.

The report should be sent to the Circle Insp. on the day following the visit.

The Insp. will keep all such reports with him until the close of the month following that in which the visit was paid. During that period he must test a fair percentage of the reports and note the fact on the report itself. At the close of each month the Insp. will send to headquarters all the reports relating to visits paid in the previous month arranged *thana by thana*; the report sent by each officer being strung together.

On their receipt in the S. P.'s office, they will be examined by the S. P., to see that a fair percentage of reports have been tested by the Insp. They should then be filed. The reports of each station will be kept in a separate file and will be destroyed at the close of the year following that in which the visits were made.

185. Rules for reporting movements of bad characters.—When a bad character, whose name is entered in the Surveillance Register, leaves his home, it shall be the duty of the Headman of the village or village chaukidar immediately to inform the O./C. of the P. S. or O. P. of the departure of such person and his alleged destination, if known. The information should be conveyed personally by the village chaukidar if the distance to be travelled does not exceed five miles, but if the distance be greater, and should it be more convenient to send a written report by post, the *Panchayet* or the Village Headman should send by post bearing a written report enclosed in an envelope, the chaukidar confirming the information when he goes to the P. S. or O. P. on the next parade day.

186. Bad Character Roll A. Form No. 172 of Schedule XL (A).—The O./C. of the P. S. shall at once on receipt of the information fill in a Bad Character Roll (A), and shall add a brief précis of the habits and manners of such bad character and forward it by the quickest possible means, whether by hand or by post, to the O./C. of the P. S. within which is situated the place to which the bad character is alleged or believed to have gone. If the destination of the bad character is not known, a copy of the roll should be sent to every P. S. to which there is any likelihood of his having gone.

A Police officer who receives the roll shall at once acknowledge the receipt of it and shall immediately take steps to ascertain whether the bad character has arrived within the limit of his jurisdiction. If the

bad character is found, the Police officer shall note the date and hour of his arrival, the name of the person with whom he is staying, and the names of any persons with whom he associates, and he shall arrange to have his proceedings watched in the same way as if he were a registered bad character of his own station. If he has not been traced on the expiry of one week from the receipt of the roll, the officer receiving the roll shall return it with a statement to that effect on the back of it to the P. S. of issue.

When the bad character leaves the limits of the station for his home or elsewhere, the O./C. shall forward the roll to the O./C. of the P. S. to which the bad character has gone, noting on the back of it all the information regarding the individual's movements which was collected while he was residing within the limits of the station. If the bad character goes to a P. S. other than that in which he is registered, the O./C. of the latter should be informed of the fact.

187. Bad Character Roll B. Form No. 173 of Schedule XL (A).—If the Village Headman (or watchman) hears of the advent of a suspicious stranger in his village, it shall be his duty to question the person regarding his antecedents and residence, and to send to the P. S. with as little delay as possible, all the information obtained by him. The procedure laid down in rule 185 should be followed if the enquiry shows that there is reason to believe that the stranger is a bad character.

On receipt of such information it shall be the duty of the O./C. of the P. S. to send roll (B). with the utmost possible despatch to the P. S. within the limits of which the stranger alleges that he resides.

On receiving such a roll the O./C. of a P. S. shall at once return it with complete information regarding the individual in question, if he is a resident of that station, while, if he is not a resident, the roll should be returned with a statement to that effect. In such case the officer who issued the roll must take all possible steps to discover the identity of the stranger.

The nature of the information received regarding the stranger will guide the police officer as to the steps that should be taken, whether to institute proceedings under § 109 or 110 of the Cr. P. C., or to watch the movements of the stranger. Bad Character Rolls (A. and B.) for reporting the arrival or departure of bad characters on their return and the acknowledgements on them on return to the issuing officer will be pasted on the foil of the roll book. They should be destroyed after three years.

188. Reporting of absence of poisoners.—With a view to ensuring an effective supervision over the movements of professional poisoners, the O./C. of a P. S. or O. P. in whose jurisdiction a convicted or suspected poisoner resides will report immediately by post direct to the officers mentioned below, the absence of any poisoner from his home.

(a) To the D. I. G. in charge of C. I. D. ;

(b) To the Assistant Inspector General, Government Railway Police, Howrah, Sealdah and Allahabad ; and Superintendents of Ry. Police, Chittagong and Saidpur ;

(c) To the S. P. of his district; and

(d) To the O./C. of the nearest Ry. P. S.

Station officers will therefore be required to make such arrangements as will ensure their receiving accurate daily information of the presence or absence of any convicted or suspected poisoner. The duty should ordinarily be specifically entrusted to the *Daffadar* of the Union in which a poisoner resides. Post-cards, Form No. 174 of Schedule XL (A), will be used for reporting absence.

The above procedure does not dispense with the necessity for a free use of Enquiry slips for controlling the movements of poisoners, and Os./C. of P. Ss. are directed also to make special inquiries about absent poisoners in order to enable Ss. P. to submit special reports weekly to the C. I. D. showing the measures taken to trace the absentees. On the arrest or return home of a poisoner post-card intimation should be given to all officers to whom the absence has been reported.

Every possible effort will be made to trace the movements of poisoners throughout the period of their absence and suitable rewards should be given for information leading to discovery of the whereabouts of any missing poisoner.

189. Proceedings under § 109, Cr. P. C.—When circumstances arise which justify proceedings being taken against a man under § 109, Cr. P. C., he should be arrested under § 55 of the same code, and if unable to furnish bail, sent to the Magistrate at once with a report stating the circumstances of his arrest and requesting that proceedings be instituted. It is to be observed that the circumstances which justify an arrest are identical with those which justify proceedings and are described in practically identical terms in § 55 (a) and (b) and § 109 (a) and (b) of Cr. P. C. Witnesses should therefore be sent with the accused to prove the arrest and the circumstances which justified the arrest. Enquiry should at the same time be started to ascertain the man's antecedents and all information obtained in the course thereof should be laid before the Magistrate. See also IV.—(*Cir. No. 32 of 1908.*)

190. Proceedings under § 110, Cr. P. C.—A Sub-Insp. having formed an opinion that there exists in any village a habitual thief or a gang of them will proceed to open a History Sheet for them as laid down in Rule 172 and will quietly, without making his object known, make enquiries to ascertain whether in fact the man or men are habitual thieves and whether evidence will be forthcoming against them. If he believes that evidence will be forthcoming he will report confidentially to the Insp. and the latter, after taking orders of the S. P. will find out from the Sub Divisional Magistrate or other Magistrate who is to take up the case when he will be able to visit the place to make the enquiry. If he cannot take up the case for two or three months, no great harm is

done as the proceedings have not been public. A fortnight or so before the date fixed by the Magistrate for going to the spot, the Sub-Insp. accompanied by the Insp., if possible, will go there, examine witnesses, fill up the prescribed form, and if evidence is sufficient, will arrest under § 55, Cr. P. C., the person proceeded against. If he finds that evidence is not forthcoming (but this should not often occur if he has made his preliminary enquiries carefully) the proceedings will be dropped. The persons arrested will be sent to the Magistrate, who should be moved by the prosecuting officer to draw up proceedings, to read them over to the accused, and pass an order as to bail and fix an early date for the hearing of the case. On the date fixed he will go to the spot and should usually be able to finish the case on the same day. (*Cir. No. 7 of 1910.*)

191. Evidence in proceedings under § 110, Cr. P. C.—In cases under § 110, Cr. P. C., evidence of general repute must form the main basis of the prosecution. Under § 117 (3), Cr. P. C., evidence of general repute is admissible to prove that a person is a habitual offender.

“The points to bear in mind in connection with evidence of repute are:—

- (a) That the witnesses should themselves be of good repute and in a position to really know the reputation of the accused.
- (b) That they should be drawn, if possible, from different classes of the community and not only from the village of the accused, but also from neighbouring villages.
- (c) That they should be free from any suspicion of grudge against the accused. In particular, if party faction exists in the village, it must be made clear that the evidence against the accused is not due to faction.

Evidence of general repute may be corroborated by proof of—

- (i) Previous convictions.
- (ii) Want of any known means of livelihood or manner of living in excess of such means.
- (iii) Association of the accused with other bad characters.
- (iv) Absence of the accused from his house, especially at night.
- (v) Occurrence of crimes at or near the place visited by the accused, coincident with such absence.

Evidence as to habitual or casual association with known criminals and bad characters is most important, the inference naturally being that the person who so associates is himself a bad character, and proof of association is necessary to justify more persons than one being tried together under § 117 (4), Cr. P. C. Equally important also is the inference to be drawn from *dakaities* and other crimes occurring at or near places visited by the accused and coincident with

such visits. (*Vide* § 11 (2) of the Evidence Act.)

WANDERING GANGS. (RULES. 192 to 203).

192. Harmless gangs are not to be interfered with.—It is to be clearly understood that it is not the wish of Govt. that the movements of persons who are *bona-fide* engaged in trade should be in any way interfered with. Preventive action is only necessary in order to protect peaceful inhabitants from the depredations of wandering gangs whose real object is rather plunder or larceny than legitimate trade.

193. Classification of gangs.—For the purpose of these rules the criminal classes may be divided into three classes.

Class I. F. A. V. Foreign Asiatic Vagrants.

Class II. { Cr. Known to be Criminal.
S. Suspected to be Criminal.

Class III. O. Other gangs.

N. B.—Foreign Asiatic Vagrants are trans-frontier tribesmen who generally visit India with the intention of committing crime. More often than not they wander about the country without any visible means of subsistence. It is believed that many of these vagrants enter India as traders with the connivance of the regular *Powindahs* who deliberately allow fellow-tribesmen to accompany them for the purposes of crime.

194. Chaukidars to report movements of gangs.—All chaukidars are required to report, without delay, at their P. Ss., the presence or arrival within or departure from their village of any wandering gang.

195. Duty of O./C. of P. S. on arrival of gangs.—On receipt of such information the O./C. of the P. S. shall personally visit the place where the gang is located; and if such gang is known or suspected to be either criminal or troublesome and oppressive, shall place it under surveillance and await orders. If the gang is not known or suspected to be either criminal or oppressive, he will not place it under surveillance nor interfere with it in any way. In either case, however, a report in Form No. 175 of Schedule XL (A) will be submitted for the orders of the S. P.

196. Action to be taken against criminal gangs.—If the gang is found to be criminal or oppressive, whether it be a Foreign Asiatic gang or not, no effort must be spared to bring the offenders to justice for specific crimes and in default of this to deal with the members of the gang under the preventive sections of Cr. P. C. On no account must they be passed on under Police guards from one province or one district to another.

197. Foreign Asiatic gangs may be deported.—If the gang belongs to Class I, that is, if they are Foreign Asiatic Vagrants, and if they cannot be suitably dealt with under the I. P. C. or the preventive sections of the Cr. P. C., or if for any other reason the S. P. considers their presence in the district undesirable, he will move the District Officer to submit a report of the circumstances through the Commissioner to Govt. with a view to the deportation of the members of the gang under Act III of 1864.

This Act applies to Foreign Asiatic Vagrants only. Under §2 the onus of proof that he is not a foreigner and not subject to the provisions of the Act lies with the person so charged.

Full lists and descriptive rolls of the persons to be deported should be submitted, together with the left thumb impressions of all the male members in the form hereinafter described.

Safe conduct passes, licenses to carry arms, certificates of respectability or of good behaviour, are on no account to be granted by local officers to gangs of this type, or to any member of such gangs.

198. Gang Books described.—With a view to effective supervision and identification of wandering gangs, it is laid down that a Gang Book in Form No. 176 of Schedule XL (A), will be provided for each gang belonging to Class I or II, containing the left thumb impression, name, descriptive roll of all the male members and information affecting the constitution, habits, movements, etc., of the gang. The first 17 pages of the Gang Book contain information of a permanent nature, and are for permanent record. The succeeding pages are to serve as an itinerary and for information of temporary importance only, and these pages may be added to or removed when necessary.

199. Gang Book where to be kept.—This Gang Book will be kept in the office of the S. P. of the district where the gang happens to be, and as soon as the gang crosses the border and passes on to a neighbouring district, will be sent to the S. P. of that district. A duplicate copy of the Gang Book will be preserved in the office of the D. I. G. in charge of the C. I. D., etc., and will be written from time to time from the Police Gazette and weekly statement of wandering gangs.

It will serve as a permanent record of the history and movements of the gang and as a check on the district Gang Book, it will also enable gang leaders who resort to "aliases" and other subterfuges to be identified by the F. P. B.

200. Gang Book for whom to be prepared.—Gang Books will be prepared for (i) all gangs of Foreign Asiatic Vagrants, whether known or suspected to be criminal or oppressive or not (Class I), and (ii) all gangs known or suspected to be criminal or oppressive (Class II), but only such gangs as are known or suspected to be criminal or oppressive will be kept under surveillance. Care should be taken to ascertain the proper tribal names of wandering gangs; aliases are commonly resorted to to conceal identity.

201. Action by S. P. on arrival of gang.—On receipt of the report in Form No. 175 of Schedule XL (A) from a station officer of the arrival of any wandering gang of classes I and II, the S. P. will, if the Gang Book has been received in his office, ascertain whether the gang leaders have given their correct names by a comparison of their F. P. with the impressions in the Gang Books, a reference being made to the F. P. B. if there be any doubt on the subject. If the names have been incorrectly given he will proceed against the leaders under §109 of the Cr. P. C. or take any other action which may be necessary. If the names

are correct, he will enter in the Gang Book any change in numbers of the gang or any other discrepancies or important incidents connected with the gang and report the change to the C. I. D. Should the Gang Book be not forthcoming he should write to the S. P. of the district from which the gang last came and also to the Personal Assistant to the D. I. G. in charge of C. I. D., etc. He will also keep the gang under temporary surveillance pending the receipt of replies to his letters. Should it prove that no Gang Book exists for the gang, he will at once have one prepared in duplicate and will send the duplicate copy to the Personal Assistant to the D. I. G. in charge of C. I. D., etc.

202. Action in case gang evades supervision.—In the event of a gang of class I or II evading supervision, and if all enquiry (which should in no case occupy more than a week) has proved fruitless, the fact that the gang has been lost sight of will be reported for publication in the Police Gazette and its Gang Book will be sent to the Personal Assistant to the D. I. G. in charge of C. I. D., etc. Should subsequently the gang re-appear its Gang Book will be sent from the office of the D. I. G. in charge of C. I. D., etc., to the S. P. in whose jurisdiction the gang has re-appeared.

In the case of a gang going to Bengal the Gang Book will be sent to the S. P. of the district for which the gang is bound. The Ss. P. of this Province will in like manner receive the Gang Books of such gangs as may enter their districts from the Province of Bengal. On receipt of such Gang Books from Bengal their duplicates should be prepared and sent to the Personal Assistant to the D. I. G. in charge of C. I. D., etc.

In the case of a gang going by rail or river to another Province (except Bengal) or to a British territory or to a Native State the fact should be reported for publication in the Police Gazette and its Gang Book should also be sent to the Personal Assistant to the D. I. G. in charge of C. I. D., etc., instead of sending it after the gang.

203. Gang Books to be compared annually by D. I. G. in charge of C. I. D., etc.—The C. I. D. will call in all Gang Books once or if necessary oftener each year, in order to compare and check entries and F. Ps.

TOWN POLICE (RULE 204).

204. Town police.—No system of patrol by the town police has been laid down. Circumstances differ greatly in different places and no one system will suit all localities.

Ss. P. must adopt for each town such system as is suitable to the locality. The approval of the D. I. G. should be obtained to the system in force in each town. The compound of the Civil, Criminal and Revenue Courts must be included in a recognized beat and careful arrangement made for guarding it.

In some places what is known as the Bengal town police system is in force, and if suitable may be followed, but it is not prescribed as compulsory.

CO-OPERATION OF RY. AND DISTRICT POLICE (RULES 205 TO 213).

205. What crime to be dealt with by district Police.—All cognizable offences committed against the person or property (except those occurring in running trains, goods or passenger, and offences under the Ry. Act), and all cases of mischief caused to telegraph posts or wires, or wire thefts committed on lines running through British territory in which the scene of the offence is outside the limits of a station-yard, shall be registered and investigated by the district Police. Reports of such cases shall be made in the first instance at the Ry. or district P. S., whichever is nearest to the scene of occurrence. In cases in which the report is first made at the Ry. P. S. the information will be at once recorded, and the O./C. of the station, having sent a copy of the information to the district P. S. concerned, will at once take up the investigation and proceed with it until the district Police Officer, within whose jurisdiction the offence was committed, arrives on the spot. He shall then make over the case to him. On receipt of the copy of the report from the Ry. P. S. the O./C. of the district P. S. shall register the offence and at once proceed to the spot to take up the enquiry. In cases in which the report is first made to the district P. S. the O./C. of such station shall at once send a copy of the information to the Ry. P. S. concerned. Such information will be at once recorded in the General Diary. Should the district Police officer require the assistance of the Ry. police, he will at the time of sending the copy of the report ask for such assistance, and the O./C. of the Ry. P. S. shall at once proceed to give such assistance, and a note of the steps taken to assist the district police will be entered in the Case Diary.

206. Mutual help to be given by Ry. and district Police.—When the attendance and co-operation of the district Police is considered necessary in the investigation of an offence within the jurisdiction of a Ry. P. S. the officer of whom such assistance is required will proceed in person, or if otherwise engaged, depute an officer to render such assistance. The same rule shall be observed when the attendance and co-operation of the Ry. Police is required by the O./C. of a district P. S.

All ranks of the district and Ry. police and village chaukidars shall render mutual assistance to each other in the execution of their duty when called upon to do so.

207. District police to inform Ry. police and *vice versa* in certain cases.—The district Police shall give immediate information to the Ry. Police of property seized and of offenders arrested by them in cases committed within the jurisdiction of the Ry. Police, and hand over such property and offenders to the Ry. Police. Similarly the Ry. Police shall give immediate information of arrests in district cases and hand over property and offenders to the district Police.

208. District Consts. to be deputed to important Ry. stations.—The District Superintendent of police shall depute a Const. or Consts. of the district Police, who have special local knowledge of the bad characters of their circle, from the nearest P. S. to each Ry. station

within the *thana* jurisdiction; such Consts. shall wear plain clothes. A Const. on being deputed to the Ry. station will be provided with a special platform ticket which will entitle him (i) to admission to the platform, (ii) to send a telegram to the nearest Ry. P. S. regarding the departure of any known suspect or criminal, and (iii) in case of emergency, to obtain from the station officer an emergent pass over the Ry. The platform tickets will be handed over to the Const. relieving him.

209. Duties of Consts. deputed to Ry. Stations.—The duties of these Consts. shall be : (i) to be present at the station for the arrival and departure of all passenger trains; (ii) to watch the arrival and departure of passengers; (iii) at stations where there are Ry. Police, to report to the Ry. Police officers particulars of any known or suspected bad characters booking from his station, in order that such officer may warn by telegram the station of destination and through the Ry. Police there, the district Police; (iv) at stations where there are no Ry. Police, to telegram such particulars to the next Ry. P. S. to which the train is proceeding, so that similar action may be taken; (v) to report to the travelling Const. (that is the plain clothes Policeman travelling with the train) similar particulars, in order that the travelling Const. may warn the station of destination, and through the Ry. Police there, the district Police; the travelling Consts. will enter the name of the Police officer and the information given in his Train Diary Book; (vi) to receive any communication from the Ry. Police and travelling Const. for report to his *thana*, and in the case of suspected persons alighting, to send immediate information through the village chaukidar or otherwise to the O./C. of the District P. S.

210. List of bad characters to be sent to Ry. P. Ss.—Each Ry. P. S. will be furnished through the Ry. Superintendent by the District Superintendent of Police with a list of bad characters resident of the locality through which the portion of Ry. line within that station's jurisdiction passes, who are likely to make use of the Ry. in the course of or for the purposes of committing crime. This list will contain the particulars of the bad characters given in the Surveillance Register as well as their F. Ps.

211. Minute Books to be kept at Ry. P. Ss.—Each Ry. P. S. and each district P. S. through the jurisdiction of which the Ry. passes should maintain a Minute Book in which requests and suggestions received by the district and Ry. Police respectively should be entered, together with the action taken thereon. Such Minute Books should be examined frequently by the superior officers of the Ry. and district Police respectively, in order to ensure that proper action is taken.

212. Magistrates to inspect Ry. P. Ss.—District Magistrates should from time to time examine the registers of Ry. P. Ss. within their districts, and record remarks of such examinations in the inspection book of the station. The Superintendents of Ry. Police should see that proper notice is taken of such remarks, and send a copy of the remarks and note of action taken to the D. I. G. of the Ry. Police (*G. O. No. 1 J., dated 2nd June 1908*).

213. District officials to be given lists of Police Officers.—A list of Insp. and Sub-Insp. of the Ry. Police will be submitted annually to the Ss. P. and District Magistrates holding jurisdiction in their circles, who will record their opinions on the character and conduct of such officers and forward the list through the Superintendent of Ry. Police to the D. I. G. for Rys.

CHAUKIDARS (RULES 214 TO 238).

214. Responsibility of O./C. of P. S. for work of chaukidars.—The village chaukidar is of paramount importance as an aid to Police work. Without his assistance even the most active officer cannot get to know what is going on in his jurisdiction.

The chaukidar is not a well-trained or highly-intelligent agent, but he is capable of much good work and the results attained depend almost entirely on the care, attention and tact exercised by the O./C. of the P. S. or O. P. No O./C. of a P. S. can be regarded as efficient whose chaukidars are inefficient. From the point of view of Police administration the primary function of the chaukidar is as a means of obtaining information. Os./C. of P. Ss. must insist on chaukidars promptly reporting all cognizable crime, on their immediately reporting any likelihood of a serious riot, and on their giving information of all movements of bad characters and suspected persons in their village.

215. Ss. P. and Insp. to attend chaukidari parades.—Ss. P. and Circle Insp. must give their attention to chaukidar's work. They must attend chaukidari parades as often as possible to ascertain whether station officers have the confidence of their chaukidars and succeed in obtaining from them timely intelligence. Rewards to chaukidars should be given freely so far as the Chaukidari Fund permits and no suitable occasion should be allowed to pass of rewarding with as much publicity as possible any chaukidar who has done good work or who has given valuable information. On the other hand failure to report crime, likelihood of riots and the movements of bad characters must be punished.

216. Information received from chaukidars to be noted in General Diary, etc.—All information obtained from chaukidars will be recorded in the General Diary except that which under the rules is to be entered in the Village Crime Note Book. In the General Diary also will be recorded the number of men present, the number absent with excuse and without excuse and the number who have sent substitutes. The hour at which parade was held should also be noted and the name of the officer who superintended it.

217. Prompt reporting of crime to be insisted on.—Chaukidars who delay to bring information of matters which require to be promptly reported render themselves liable to dismissal. If it is manifest that there has been deliberate delay in reporting a serious occurrence or the likelihood of a serious breach of the peace or that information has been actually suppressed, the S. P. will apply for the prosecution of the chaukidar concerned and instruct the prosecuting officer to press for an exemplary punishment. Chaukidars are not bound to report occurrences

to landholders or to their agents or to Village Headmen or *panchayets* and this excuse for delay in reporting should not be accepted. Chaukidars when travelling by road should go at a rate of not less than $2\frac{1}{2}$ miles an hour.

218. Neglectful chaukidars to be reported for punishment.—Officers of Police when investigating any robbery, burglary, theft or other offence should ascertain whether the chaukidar was present at his post when the offence was perpetrated; if not, the cause of his absence, and whether there may be reason to believe that he was himself concerned in, or connived at, the commission of the crime. In the event of any neglect or suspicion of criminality attaching to a chaukidar, the O./C. of P. S. shall forward a report to the S. P. When reporting chaukidars to the S. P. for punishment, Police Officers will clearly state the nature of offence, recording the statements of any person who may be acquainted with the particulars of the case, and taking down the defence of the chaukidars. If the chaukidar has been reported or punished on any former occasion, the fact should also be noted.

A serious riot, particularly one connected with the land, seldom occurs all on a sudden without previous preparation. When therefore such a riot occurs as to which the chaukidar has given no previous information to the Police, the chaukidar's explanation must be taken and submitted to the S. P. If such riots frequently occur in any P. S. without the O./C. having any previous knowledge of their likelihood to arise, it may be taken as an almost certain indication that the officer is apathetic or incapable.

219. Class of men to be appointed as chaukidars.—Men of high caste are generally unsuited for the post of chaukidar.

Small cultivators and labourers of good character should be chosen. Foreigners should not be appointed if local men are to be had.

220. Chaukidars not to be employed on menial duties.—Under pain of severe punishment Police Officers are prohibited from employing chaukidars on their private concerns or any duties of a menial or degrading kind. Ss. P. must see that the order is obeyed and will make it the special subject of enquiry when inspecting a P. S. or O. P. and will also mention it in his Annual Report.

221. Chaukidars not to be taken from their villages.—Chaukidars are not to be detained at a P. S. or O. P. except in connection with the investigation of a case which occurred in their own village. They must not be taken away from their villages for miscellaneous or other work except in cases of special urgency, as when they are required to guard or escort prisoners.

222. Chaukidars not subject to Act V of 1861.—Chaukidars are not subject to the provisions of Act V of 1861. They are not Police officers except for purposes under the Cattle Trespass Act (§ 3, Act I of 1871). They are, however, subject to the orders of Os./C. of P. Ss. and other superior officers of Police, and are public servants under § 21 of the I. P. C.

223. Chaukidars' Sanad.—Each chaukidar will be given a *Sanad* in Form Nos. 43 and 59 of Schedule LIX. This *Sanad* should stand in the place of the Service Sheet and be a record of his appointment and conduct, good and bad. Each should have besides a tin or bamboo *chunga* in which to preserve his birth and death *Hath-chitas*, his *Sanad* and his Salary Receipt Book.

224. Register of village chaukidars.—A register of village chaukidars in Form No. 69 of Schedule LIX will be maintained in each P. S. and O. P. The towns or villages will be entered union by union, according to geographical order beginning from the north-west corner of the jurisdiction.

The *thana* jurisdiction map will show the situation of each union. At the beginning of the register some pages will be allotted for an alphabetical index of the towns, villages and hamlets. The name of one chaukidar only will be entered on each page. If there is one chaukidar for two or more villages all the villages will be entered on one page under the name of the most important village.

In the last column of the register will be entered the date of first appointment of the chaukidar and his age at the time of appointment, particulars of all good or bad work, appointments, dismissal, warnings, rewards, etc., with a note of the authority on which the entry is based. The District Magistrate or Sub Divisional Magistrate will communicate to the O./C. of the P. S. or O. P. all necessary information on these points.

225. Duties of chaukidars.—Every chaukidar appointed under the provisions of Act VI of 1870 shall perform the following duties, (§ 39, as amended by Act I (B. C.) of 1892):—

1st.—He shall give immediate information to the O./C. of the P. S. within the limits of which the village is situated of every unnatural, suspicious or sudden death which may occur and of any offence specified in Schedule B* which may be committed within his village, and he shall further keep the police informed of all disputes which are likely to lead to any riot or serious affray.

2nd.—He shall arrest all proclaimed offenders and any person who in his presence commits any offence specified in Schedule B.*; and any person against whom a Hue and Cry has been raised of his having been concerned in any such offence, whether such offence has been or is being committed within his village or outside it, and shall, without delay, convey any person so arrested to the said P. S.

3rd.—He shall to the best of his ability prevent, and may interpose for the purpose of preventing, the commission of any offence specified in the said schedule.

*Schedule B (as amended by Act 1 (B. C. of 1892). Offences to be reported and for which a chaukidar may arrest.

Murder, culpable homicide, rape (when the offender is not the husband of the woman raped), dacoity, robbery, theft, mischief by fire, housebreaking, counterfeiting coins, causing grievous hurt, riot, administering stupefying drugs, kidnapping and all attempts and preparation to commit, and abetments of the said offences.

4th.—He shall assist private persons in making such arrests as they may lawfully make, and shall report such arrest without delay to the O./C. of the said P. S.

5th.—He shall observe, and from time to time report, to the officer aforesaid the movements of all bad characters within his village.

6th.—He shall report to the O./C. of such P. S. the arrival of suspicious characters in the neighbourhood.

7th.—He shall report to the officer aforesaid, in a form signed by one member of the *panchayet*, the births and deaths, if any, which have occurred within his village at such intervals as the District Magistrate may determine.

8th.—He shall report to the officer aforesaid the death or absence for more than two consecutive months of any member of the *panchayet*.

9th.—He shall supply any local information which the District Magistrate or any officer of Police may require.

10th.—He shall obey the orders of the *panchayet* in regard to keeping watch within his village and other matters connected with his duties as *chaukidar*.

11th.—He shall assist the person collecting the rate in making such collection.

Wilful omission to perform these duties is punishable under §§ 166, 176, 202 of the I. P. C.

In addition to the offences and other occurrences mentioned above *chaukidars* shall forthwith report the breaking out or existence of sickness or epidemic; the occurrence of large fires, storms or inundations, and the amount of damage done; any damage to telegraph posts or wires, the state of the roads, rivers, and crops and other important matters. It will also be their duty to report every death (with particulars of age, sex, name, and cause of death) which has occurred in their beats since their last visit to the station.

They are also required to inspect and report on the condition of village boundary-marks in cadastrally surveyed areas, and report on their condition at the first parade held in the month of January each year. (*Bengal Police Cir. Memo. No. 7 of 1900.*)

226. Rewards to *chaukidars*.—The following are the orders of Government in regard to rewards to *chaukidars* :—

“The only officers authorised to grant rewards to *chaukidars* are District Magistrates, Subdivisional Magistrates, and Ss. P., and these should be given freely so far as the *Chaukidari Funds* permit. Such rewards should not ordinarily exceed the sum of Rs. 5, but the District Magistrate may, if the state of the *Chaukidari Reward Fund* justifies it, sanction a reward of not more than Rs. 50. For any amount exceeding Rs. 50 the sanction of the Commissioner should be obtained. Rewards should, whenever possible, be paid by the S. P. in

person, and in his absence, by an officer not lower in rank than an Insp. They should, as a rule, be presented at chaukidari parades, and in all cases with as much publicity as possible.

Rewards should ordinarily be given for—

- (i) Information leading to the prevention or detection of crime.
- (ii) Seizure or recovery of stolen property.
- (iii) Arrest of offenders or absconders.
- (iv) Personal courage shown in resisting *dakaitis* or in capturing thieves or other offenders.
- (v) For reporting the movements of bad characters and suspicious persons.
- (vi) Meritorious conduct not included in the above clauses which the District Magistrate, with the concurrence of the Commissioner, considers deserving of a special reward."

227. Attendance Register of chaukidars.—The chaukidars being paraded all the *columns* of the Attendance Register, Form No. 70 of Schedule LIX, will be filled in with black ink in the case of those who are present while red ink will be used for absentees. No space will on any account be left blank. Chaukidars who show good reasons for absence may be allowed to send proxies provided the proxies are physically qualified. But Ss. P. must see that this privilege is not abused. The names of all chaukidars absent from Muster who have not sent substitutes and whose absence is unexplained and apparently wilful, should be entered in the General Diary immediately after the parade is held and on the first Tuesday of the month their names should be reported in Form No. 71 of Schedule LIX for the orders of the S. P., Sub-Divisional Officer or District Magistrate according to the practice prevailing in the district. In the Attendance Register will be noted—

- (a) The section and date of every true case (i) of an offence against property, (ii) of a serious offence against the person, *i.e.*, an offence punishable under any § of chapter XVI, I. P. C., except §§ 323, 334, 336, 337, 341, 352, 357 and 358, (iii) of riot and of unlawful assembly which may have occurred in the village.
- (b) Births and deaths.
- (c) The names of men under surveillance or suspects.
- (d) The names of absconders from the village.

At the end of the year it will thus be a record of the criminality of each group and of each village in that group.

228. Muster parades.—The following are the rules for holding chaukidari Muster parades. The chaukidars within the jurisdiction of each P. S. and O. P. will be separated into two classes:

- (i) Those belonging to villages within a radius of ten miles.
- (ii) Those belonging to villages within a radius of more than ten miles.

The former will attend once a week, the latter once a fortnight, except in Sylhet, Cachar and Goalpara, where the former will attend fortnightly and the latter monthly (*vide G. O. No. 2314-J., dated 26th June 1909*).

These two classes will be further subdivided into groups of 20 or any less number of chaukidars under a *Dafadar* or *sardar*. Each chaukidar will have his group number and his individual number in that group. The odd and even numbers of each group will attend on separate days in the week, to be fixed by the S. P. with reference to local conditions, such as *hāt* days, &c., and will be attended by their *Dafadars*. When there are two or more chaukidars in a village, they should attend alternately, so that there may always be one chaukidar present in the village. The parade will be held at such an hour as to admit of chaukidars returning to their villages by sunset. Punctuality must be strongly insisted on.

The O./C. must preside at the parade and must not delegate the duty to a subordinate except for very good reasons, which must be recorded in the General Diary. Reward should be distributed and punishment made known on parade days.

229. Questioning the chaukidars on parade.—After recording the attendance, the officer holding the parade will read out such of the questions given in Rule 232 as well as any other questions which may have been prescribed by the District Magistrate and will take pains that they are understood and properly answered. He will ask for such further information as he may require. The questions will be dealt with *seriatim*. All chaukidars having information to give under any particular question will stand up and remain standing until their information has been recorded. Chaukidars should be catechised to ascertain whether they are acquainted with the absconders, proclaimed offenders, released convicts, suspected characters and *lathials* residing in or having relations in their village. Any important information that chaukidars may have to give should as a rule be communicated to the Sub-Insp. privately and after the parade is over.

230. Recording births and deaths.—When birth and death reports are called for, each chaukidar will hand in the *Hath-chita*. These forms, whether containing entries or not, should be authenticated by the signature of a member of the *panchayat*, and must be brought in by the chaukidar even when blank. Fresh entries will be transcribed into the registers by a Police officer while the parade is going on.

231. Dismissal of parade.—Having recorded in the General Diary and appropriate register all the information obtained, with the numbers and names of absentees and the exact time of Muster and duration of the parade, the officer holding the parade will dismiss the chaukidars without avoidable delay so as to enable them to reach their homes before nightfall.

232. Questions prescribed for Muster parade.—The following questions have been prescribed for chaukidari Muster parades.

(i) Has any convicted or suspected bad character who lives in your village been absent from his home?

(ii) Has any person whom you know or suspect to be a bad character, or of whose antecedents you are ignorant, visited your village?

(iii) Have you heard of any disputes likely to lead to a breach of the peace having occurred about land, *Talkar*, rights of way, or about marriages?

(iv) Have any cattle been reported as lost or strayed from your village? Have any suspicious deaths of cattle occurred?

(*In water districts*).

(v) Have any suspicious boats been seen in your village?

The information obtained in answer to (i) (ii) and (iii) will be entered in the Village Crime Note Book, and answers to questions (iv) and (v) in the General Diary.

The questions specified above are intended to be of general application, and to meet the special requirements of particular areas. District Magistrates are at liberty to prescribe further questions subject to the approval of the Divisional Commissioner.

It is desirable that the number of questions should be as few as possible, and to prevent such special questions being continued after they are no longer required, they should only be sanctioned for a limited time, after which they should be reconsidered.

The information obtained in answer to questions prescribed by the District Magistrate will be entered in the General Diary.

Ss. P. should personally see that questions are properly put to chaukidars, and that the answers are duly recorded. Information will be separately given in regard to the following matters, for which separate registers have been prescribed :—

(i) Births and deaths; (*see* rule 275);

(ii) Deaths of men and cattle by wild animals and snakes; (*see* rule 282).

(iii) Outbreaks of cattle disease; (*see* rule 283).

(iv) State of the crops, (*see* rule 297).

(*vide cir. No. 46, dated the 9th October 1908.*)

Excise officers are allowed to attend the chaukidari parades occasionally and explain excise matters to chaukidars and get from them information of any offence against the Excise Laws.

233.

234.

235. } Blank.

236.

237.

238. Duty of *Dafadars*.—The duty of a *Dafadar* is to keep all the other chaukidars in the village up to their work. Under § 41 of Act VI (B. C.) of 1870, he must himself be under the general control of the *panchayet*, but his position is that of petty officer above the other chaukidars; and he will be the recognized intermediary between the *thana* police and the body of village watchman.

Dafadars will be paraded along with the *chaukidars* under them and not separately.

INSTRUCTIONS FOR CERTAIN REGISTERS. (RULES 239 TO 366).

239. **List of registers and files to be kept.**—A list of registers and files kept at P. Ss. and O. Ps. is given as appendix A. to this Part. In the following Paras. are given instructions regarding certain of the registers and files not dealt with elsewhere.

240. **Register of absconded offenders and escaped convicts living or having connections in the station circle, Form No. 177 of Schedule XL (A).**—The register will be divided into two parts. In part I will be entered the names of all escaped convicts and absconded offenders, irrespective of where they have committed crime, whose usual residence is within the station circle in which the register is kept. This register must tally with the entries for the station made in the S. P.'s register with which it will be compared once a year. (See also II. 61)

Part II will contain the names of escaped convicts and absconded offenders (i) who have committed crime within the station circle, but whose residence is either unknown or within some other station jurisdiction; (ii) who have relatives or connections living in the station circle irrespective of the place where crime was committed. In the case of absconders charged with crime committed within Ry. limits the Superintendent of Ry. Police will send their rolls to the District Superintendent of Police of the district within the local limits of which the absconder lives, or in which the crime was committed. The District Superintendent will have the particulars entered in the register kept in his own office and in the P. Ss. and O. Ps. subordinate to him. A whole page will be devoted to each offender.

241. **Absconders—Definition of.**—For the purposes of this register the following persons are to be considered as absconded offenders:—

(i) Persons charged with cognizable offences, against whom there is evidence sufficient to warrant their trial, and who are at large when Charge Sheet is submitted on completion of the Police enquiry.

(ii) Persons who have escaped from Police custody, or from a jail or lock-up.

(iii) Accused persons for whom proclamation has been issued under § 87, Cr. P. C.

No entry will be made in the register without the written order of the S. P. Should a warrant be received, it will be kept in the file of unexecuted warrants, but the name of the offender shall not be entered in the register without the order of the S. P.

242. **Periodical search for absconders.**—Periodical search and enquiry will be made for each absconder whose name is in the register, and the date and result of such enquiry will be entered on the back of the page on which his name is to be found. When an officer has made an enquiry he will enter the result in the register as well as the names of two respectable residents present at the time of enquiry. A simple

note of all such enquiries will be entered in the General Diary. The search for absconded offenders should not be given up, even though it be of years' duration.

243. Arrest of escaped convicts to be promptly reported to the S. P.—The capture of an escaped convict or absconded offender should be promptly reported to the S. P. who will at once order entry in his own register and in those of the various P. Ss. to which the roll was circulated to be cancelled.

244. Arrest of convicts escaped from the Andamans.—When a convict who has escaped from the Andamans is arrested he will be taken before a Magistrate and application will be made for an adjournment to enable the Police to ascertain whether a warrant has been received from Port Blair for his re-capture. Enquiry should be made from the Home Dept. of the Govt. of India, and from the I. G. P. If the warrant be forthcoming, the Magistrate, by whom the case of the arrested convict is being enquired into, will decide whether there is any reason why the accused should not be removed in custody, under § 86, Cr. P. C., to the Magistrate at the Andamans, who issued the warrant.

245. Monthly Cash Account how to be kept.—File of monthly Cash Accounts should be kept in Form No. 178 of Schedule XL (A). This form, which is in loose sheet, and should not be bound, is to be used at all P. Ss. and O. Ps. Entries will be made in the first six *columns* as the money is received, and in *columns* 7 to 11 inclusive when the money is disbursed or forwarded. The entries in the remaining *columns* will be made only on the last evening of the month, when the original form in use throughout the month should be forwarded to the S. P.'s office through the Court officer, a copy being kept at the P. S. The entries will be made by the Sub-Insp. in charge of the station in his own handwriting, or when he is absent on duty, by the officer temporarily in charge. The officer who makes the entry will at the time sign his name in *column* 6 or *column* 11 as the case may be. A Receipt Cheque in Form No. 66 of Schedule II, must invariably be given to the individual who brings money to the station, and therefore each item of receipt should be supported by the duplicate of a Receipt Cheque, the number of which should be entered in *column* 2. Such duplicate receipts will be kept at the P. S. and destroyed according to instructions in Appendix A. All sums received in the station, whether from the S. P.'s office, from Civil Courts to be forwarded to the sadar station, small judicial fines realised, cash stolen and recovered, or from any other source whatever, are to be entered in the Cash Account. Should any sum have been omitted, the responsible officer will be severely punished. Cash should not be kept in hand unnecessarily. If any sum of money has remained in hand for more than two months the O./C. must, when submitting his monthly Cash Account, explain fully the reason for the delay.

246. Monthly Cash Account how checked.—On receipt of the Cash Account from a P. S. or O. P. the Court officer will obtain from the Cashier of the District Magistrate or Sub-Divisional Magistrate, as the case may be, a certificate that all sums remitted to the Magistrate have been duly accounted for, and after examining the *Malkhana*

Register and any other relevant papers, he himself will record a certificate to the same effect in regard to monies remitted to his own office. He will then transmit the Cash Accounts to the office of the S.P. The audit and comparison with the registers in the Magistrate or Sub-Divisional Officer's office should, as far as possible, be done by somebody unconnected with the keeping of the accounts. The certificate referred to will be given in Form No. 179 of Schedule XL (A).

247. Cash to whom to be remitted.—All miscellaneous magisterial receipts other than fines, remitted to the Magistrate's office, such as chaulkidari money, sale-proceeds of impounded cattle, and any other money realized under orders of the Magistrate unconnected with the Police, will be paid direct into the Treasury or Sub-Treasury, as the case may be, and will not be sent to the S. P. or to the Court office. The amounts thus remitted will be accompanied by *chalans* in triplicate, in printed form, which will be presented at sadar stations to the Magistrate's Actt. and at Sub-Divisions to the Nazir, or, in case the Nazir is Treasurer or Treasury Actt. to the clerk in charge of the Fine Register, or some other clerk from whom security has been taken and who does not perform the duties of the Treasurer or Treasury Actt. The Magistrate's Actt. or sub-divisional clerk, as aforesaid, will examine the *chalans*, and if they are in order and correct, will initial them and return them to the Police officer to present with the cash at the Treasury. At the Treasury the *chalans* will be taken to the Accountant and Treasurer, as required by Art. 308, C. A. C. and Rule 19, page 5 of the Bengal Sub-Treasury Rules; and after being receipted, two copies will be returned to the Police officer, who will take one back to the Magistrate's Actt. or sub-divisional clerk, as the case may be, leaving it with him for the purpose of writing up his books, and will retain the other as his acquittance.

All other moneys, such as cash stolen and recovered, cash found on under-trial prisoners, sale-proceeds of unclaimed, attached, or suspicious property, should be forwarded to the Court officer. Intestate money should be sent to the Civil Judge direct, *vide* rule 285.

248. Receipt and vouchers how to be dealt with.—All vouchers or receipts for payment of money should be numbered in a monthly series and kept in monthly bundles in order of date. The monthly serial number should be entered against each payment in the Cash Book under the date, thus " $\frac{4th}{No. 10}$." The bundle of receipts will be in due course destroyed in accordance with instructions in Appendix A.

249. Manuscript receipts to be refused.—Os./C. of P. Ss. and O. Ps. are enjoined themselves to decline and to instruct Consts. sent with cash to decline receipts from the Magistrate's, S.P.'s and Court Officers' offices and from other P.Ss. or O.Ps. except they be in the regular printed receipt form.

250. Thana and O. P. Khatian Inspection Register.—A detailed list or *Khatian* of all cognisable cases reported giving references to entries in various registers will be kept in Form No. 180 of Schedule

XL (A). It will be written up by the O./C. of the Ps. or O. P. at the close of each month and the entries checked by Inspecting officers. Totals should be struck quarterly and annually and from these totals the Station Statistics, Form No. 181 of Schedule XL (A) will be compiled. The following instructions should be observed in writing up the register :—

Columns 1 and 2.—Require no explanation.

Column 3.—To be filled up on receipt of the Final Memo. of the case. In cases disposed of under § 75, I. P. C. insert the § under the original one. All cattle thefts should be distinguished by the entry "C. T." in red ink in this *column*.

Columns 4 and 5.—The amount of property stolen and recovered as accepted by the Magistrate and communicated in the Final Memo should be given here. In appealable cases the entries should be made on receipt of result of appeal and a large 'A' in red ink should be written in the remark *column* showing that the case is pending for result of appeal. The value of property stolen in cases in which investigation has been refused under § 157 Cr. P. C. should ordinarily be that reported by the complainant, but the opinion of the Court if expressed should be followed.

Columns 6 and 7.—Require no explanation.

Column 8.—Should include cases due to mistake of law or fact or non-cognisable.

Column 9.—Requires no explanation.

Column 10.—Entries should be made on receipt of Magistrate's order communicated on Final Memo.

Column 11.—Requires no explanation.

Columns 12 and 13.—In appealable cases the entries should be made after the result of appeal is known, a large 'A' in red ink being noted in the remark *column* to show that the case is pending appeal. *Column 13* will include cases ending in discharge as well as acquittals.

Column 14.—In this *column* will be entered in pencil persons whose cases are pending before the Magistrate at the close of the quarter. The entries should be corrected when the cases are disposed of.

Columns 15 to 24.—Require no explanation.

Column 25.—The Insp. at the time of his inspection of a P. S. on O. P. will pass orders for classification of case records for destruction in accordance with rule 255.

— **251. Crime maps.**—These maps will be used in the Eastern Bengal Districts and Sylhet. The map will be prepared afresh annually in the following manner:—

“A tracing on tracing-cloth of the outline of the *thana* and of the course of the big rivers, Ry. lines and main roads will be made from the 1"=1 mile map. This tracing can be made in the S. P.'s office or at *thanas* as the S. P. may consider best. The situation of the P. S. and village in which bad characters under surveillance reside will also be entered in their proper places with their names. The number of bad characters residing in the village will be entered under the village name. In districts in which skeleton 1"=1 mile maps have been issued by the Survey Dept., these will be used instead of tracings.

Burglaries and thefts by professionals will be entered in black ink
Rampur. and *dakaitis* in red
S. 10. ink, as they occur

4 April—6 May.

10 May.

S 10 indicates that 10 bad characters under surveillance reside in the village; 4 April indicates that a burglary (case No. 4 of April) occurred in the village; Similarly 6 May indicates a burglary or theft (case No. 6 of May).

under the name of the village in which they take place, (*e.g.* Rampur, as shown in the margin).

The situation of the villages on the tracing should be ordinarily ascertained by placing the tracing on to the 1"=1 mile map, but it will also be a help to accuracy to mark on the tracing in pencil concentric circles having as their common centre the P. S. with radius of 2 inches, 3 inches, 4 inches, etc. The distance from the circumference of one circle to the circumference of another will thus present one mile. If the tracing is prepared at headquarters, these circles should be made there also. The tracings of the past five years should be kept together in a file.

The map will be maintained at all P. Ss. and O. Ps. with the proviso that in any P. S. or O. P. in which the average number of burglaries is small (say the average of three past years is 36 a year or less), the S. P. may order in writing that the crime map need not be kept. (*Police Cir. No. 11-C., dated the 13th December 1906.*)

252. Register of papers received and despatched, Form No. 182 of Schedule XL (A).—In these will be included all orders and other papers received and despatched as well as all other correspondence. The register will be written up by the Head Const., but this will not of course relieve the O./C. of the responsibility of opening, dating and attending to the *dâk* personally. The register will be divided into as many parts as required by the nature of the correspondence, thus—

- (i) Orders from Courts and Magistrates.
- (ii) Departmental orders.
- (iii) Enquiry Slips and Bad Character Rolls.
- (iv) Miscellaneous.

Such papers as are registered elsewhere, such as First Information Reports, Final Memos., copy of the General Diary, legal processes, etc., will not be registered in the Register of letters received and despatched (*Bengal G. O. No. 451-J., dated 10th January 1905.*)

253. Inspection Register, Form No. 183 of Schedule XL (A).—

The remarks of inspecting officers will be entered in this register. Superior Police officers are specially enjoined to see, at the time of their inspections, that registers and case papers have been duly classified and destroyed as laid down in rule 255 and that old papers are not allowed to accumulate. They should check a proportion of the entries in the *Khatrian* Register. The action taken by the O./C. of the P. S. or O. P. on the points which require action will be shortly noted in the margin. A copy of all inspection remarks must be sent to the office of the S. P. within 2 days of the inspection.

A copy in half-margin of any inspection remarks recorded by the Lieutenant-Governor will be forwarded by the S. P. through the D. I. G. of Range to the I. G. P. within a fortnight of the inspection. The S. P. will give in the margin any explanation or comments which may appear to be necessary—(*Govt. E. B. and A. Cir. No. 27-C., dated 11th May 1906.*) The inspection remarks of Commissioners will be similarly dealt with.

Extracts of any remarks made by inspecting officers which relate to sanitary matters will be sent similarly to the Secretary to the Sanitary Board.—(*G. O. No. 2358-74, dated 2nd April 1908.*)

254. Inspection of P. Ss. and O. Ps. by Sub-Divisional Officers.—The Magistrate of the District may direct all or any of their Sub-Divisional Officers to inspect P. Ss. and O. Ps. within their respective Sub-Divisions with the proviso that while Sub-Divisional Officers may remark on all points, they can only give orders in matters affecting the preparation and trial of cases, and not orders of a general character relating to Police administration. When a Sub-Divisional Officer considers the issue of any order of the latter kind necessary or desirable, he should submit the matter for the consideration of the Magistrate of District.

255. Rules for the destruction at P. Ss. and O. Ps. of papers connected with the investigation of cases.—The following rules will regulate the destruction at P. Ss. and O. Ps. of papers connected with cases investigated by the police—

(i) All papers connected with a case in which any accused person has absconded will be preserved until the Magistrate orders their destruction on the ground that there is no reasonable probability of the arrest being effected.

(ii) In cognizable cases which have been declared true by the Magistrate, but have not been tried, the following papers shall, subject to the proviso below, be preserved for 14 years and then destroyed.

(a) First Information Reports.

(b) Counterfoil of Final Forms.

(c) Final Memos.

(NOTE.—These rules do not apply to papers filed with the record of a case which has been tried by a Magistrate or has formed the subject of a judicial enquiry. Such papers do not remain at the P. Ss. but are sent to headquarters, and as forming part of a judicial record are destroyed under the orders of the District Magistrate in accordance with rules framed by the High Court.)

(d) Case Diaries.

(e) Statement of witnesses under § 161, Cr. P. C.

(f) Documentary exhibits, lists of property and maps.

(iii) Provided that in cases under §§ 454, 455, 456, 457, 379, 380 and 381. I. P. C., in which no property has been stolen or the value of property stolen is less than ₹100, all papers will be destroyed after three years.

(iv) All other papers, including papers (such as statement of witnesses under § 161 Cr. P. C. and Cases Diaries) which relate to cases which have been tried but which have not been attached to the judicial records, shall be kept for three years and then destroyed.

The general effect of these rules is that all papers will be destroyed after three years except those connected with cases in which any accused person is absconding, and except certain papers connected with the more important non-bailable cases which have been declared true by the Magistrate.

On receipt of the Final Memo. the officer who has investigated the case, will separate from the bound book the counterfoils of the First information and of the final form and keep them with Case Diaries of the case to which they relate. He will then mark prominently with a large letter "P" in red ink each paper or file of papers which is to be kept for more than three years.

The Insp. at the time of his inspection of a P. S. or O. P. will pass orders for classification of case records for destruction in column 25 of the *Khatian* Inspection Register. Cases in which any person is absconding should be marked with a larger letter "A" in red ink. In other cases the Insp. will mark the year in which the papers connected with the case should be destroyed. This will be, as the case may be, either three or fourteen years from the date of disposal by the Magistrate. This date should be reproduced on the papers or files of papers by the investigating officer with the word 'Destroy in —.'

At the close of the year separate bundles should be made up of—

(i) Papers relating to absconders.

(ii) Those to be kept for fourteen years.

(iii) " " " three "

In January of each year the O./C. of the P. S. or O. P. will after examining the papers and the entries in column 25 of the *Khatian* Register, prepare list of (i) records due for destruction in the year which has just closed and (ii) registers and files similarly due for destruction under Appendix A. to this Part. The lists thus prepared will be examined by the Insp. at his next inspection, and if he finds it correct, he will forward it with his recommendation for destruction to the S. P. who will pass necessary orders after checking it personally at the P. S. if he thinks desirable. Both the O./C. and the Insp. will if they consider that any particular record should be preserved for any special reason will recommend accordingly.

The O./C. will also at the same time prepare and submit to the S. P. a list of cases instituted in his jurisdiction in which the accused has been absconding for more than five years. The list will be forwarded by S. P. to the District Magistrate with his recommendation

that an order for the destruction of Police records may be passed on those cases in which there is no reasonable probability of the absconder being arrested.

The fact that the records have been destroyed should be noted in the *Khatian Register*.

It is further the duty of the Insp. to examine the stock of blank forms and registers kept at a P. S. or O. P. to see that the stock is sufficient, but that it is not in excess of a year's requirements.

No records should be removed from the station without a slip being left in its place to show where it has gone.

256. Register of processes served by police. Form No. 184 of Schedule XL(A).—A register of processes served will be kept at all P. Ss. and O. Ps. Every summons, warrant, and other legal process, whether in a cognizable or non-cognizable case, sent to the P. S. for service, will be separately entered in it. Ordinarily processes in non-cognizable cases will not be sent to the Police for service.

257. Procedure on receipt of process.—A process after entry in the register will be made over to a Const. for service. His name and the date of making it over to him will be endorsed on the back of the process and the endorsement signed in full by the O./C. of the P. S. or O. P. with the addition of the words "officer in charge."

The Const. entrusted with the service of the process will be informed of the date on which he is required to return; and on his return the process, unless it be a warrant of arrest, will be returned to the Court officer with a report endorsed on its back by the O./C., stating how and by whom it has been served and if not served giving reasons for the failure. In the case of warrants, the warrant if served will be returned with an endorsement as laid down above. If not served, it will be dealt with as laid down in rules 258 and 261.

Warrants endorsed for bail (§ 76, Cr. P. C.) should, if practicable, be always executed by a Police officer who can read and write.

In the first *column* of the register under the P. S. annual serial number, the Court officer's number of process should be entered, a line being drawn between the two numbers.

Boats for service of processes executed through the Police will be hired to the extent sanctioned for the several districts.

258. Rules regarding the execution of warrants.—(a) When a Police Officer to whom a warrant has been entrusted for execution fails to find the accused person, and has reason to believe that he has absconded or is concealing himself, the warrant cannot be executed, he shall submit a report in writing stating clearly the reasons for such belief.

(b) He shall also in all except in petty cases make a list of the property belonging to the absconder and after obtaining the signature of the *panchayat* or of some other respectable witness to the list send it

along with the Warrant Report mentioned in clause (c) to the Magistrate.

(c) A magistrate issuing a warrant is required to fix a date by which the warrant is to be executed or failure to execute reported. If it is not possible to return the warrant duly executed to the issuing Court by the date fixed in the warrant the O./C. of the P. S. to whom the warrant has been addressed or endorsed will submit, not later than the morning of the date fixed, a report in Form No. of Schedule stating the reason why the warrant has not been executed. If the accused is absconding he will also send with his report the original report referred to in clause (a) above of the officer to whom the warrant was made over for service, together with the list of property belonging to the absconder. It will then rest with the Court officer to apply for proclamation and attachment if necessary.

259. Rules regarding service of proclamation.—A Police officer to whom a proclamation has been made over for publication is responsible that the provisions of § 87, Cr. P. C., are strictly complied with and he must submit to the Magistrate a written report showing clearly that the proclamation has been duly published as required by that §.

260. Rules regarding execution of order of attachment.—On receipt of an order of attachment the O./C. of the P. S. or O. P. will take necessary steps to effect the attachment and will submit a report in Form No. 274 of Schedule XL (A) to the Magistrate issuing the order and forward a copy to the S. P. In making the attachment the list prepared under rule 258 should be made use of and if it is found that any property belonging to the accused as shown in that list is not forthcoming, action under § 206, I. P. C., should be taken against the person responsible for the loss.

261. Unexecuted warrants.—A warrant of arrest against an accused person once issued remains in force and should be retained at a P. S. or O. P. till the arrest is made or the individual surrenders, or till the warrant is formally cancelled and withdrawn by the Court which issued it.

An unexecuted warrant for the arrest of a witness in Form No. VII, Schedule V, Cr. P. C., should be returned to the Magistrate on the date fixed therein, so that the latter may take what further steps he may think advisable. Fine warrants should be kept in this file while they are in the P. S.

262. Fine warrants and the Register of fine warrants.—At each *thana* a Register in Form No. 28 of Schedule VIII shall be kept for all warrants received by the Police for realization of fines within its jurisdiction. Every such warrant shall specify the time within which it should be returned, which ordinarily should not exceed six months. The Police must return the warrant in due time, whether the amount of the fine imposed, or any part of it, be realized or not. They should not retain time-expired warrants in their possession. All fines realized should be remitted with the returned warrant at once to the Magistrate's clerk in charge of the Fine Register.

263. Periodical enquiries for unrealized fines.—Whenever a fine or part of a fine is left unrealized, it is the duty of the Police to institute periodical enquiries as to the acquisition of property by the defaulter. The fact and result of making these enquiries should be entered in the *column* of remarks at least once a quarter. The enquiries should not, in the first instance, be made in any formal or official manner; but the officer of a P. S. when visiting a village or receiving the reports from rural Police, should enquire from time to time verbally as to the position and occupation of any defaulter resident within his jurisdiction. If it shall appear that such defaulter can in all probability pay the amount of fine outstanding against him, the enquiring officer shall forthwith report the matter to the Magistrate having jurisdiction, with a view to the issue of a warrant. In all other cases he will merely note “no asset” in the remarks *column*, dating the entry.

264. Local enquiry for fines.—The Magistrate may, if he thinks fit, order a local enquiry to be made by a superior officer of Police before issuing a warrant. In no case should such enquiry be made by an officer of a lower rank than a Head Const. The Head Const. deputed to make such an enquiry should be furnished with precise instructions as to the cases to be enquired. Warrants subsequent to the first must be entered in the *thana* register in red ink, but be treated as a fresh entry, a reference being made in the remarks *column* to the year and number of the original warrant.

265. Irrecoverable fines.—If a defaulter has no assets and there is no prospect of recovering the fine, the Magistrate should be moved to strike it off as irrecoverable. In the event of the death of a defaulter one final and formal enquiry should be made as to whether he has left any property liable for his debts. If there be no such property the Magistrate should be moved to strike off the fine.

266. Comparison of *thana* Fine register with Magistrate's register.—The Magistrate should call for the register of each *thana* at least once a quarter, and have it compared with the Fine Registers of his Court. He should also note that the Police enquiries have been regularly made and properly recorded. The comparison must never be made by the clerk in charge of the Fine Registers. It should when possible be done by a Magistrate, and, if not, by some other of the Magistrate's *amlas*. (*Bengal G. O. No. 2603-J., dated 27th April 1896.*) Entries in the *thana* register regarding realization of fines imposed in other districts, or in a sub-division of the same district, should be compared with the entries of fine warrants in the Court officer's Register of processes and with the Magistrate's Cash Book once a quarter (*Bengal G. O. No. 3407-J., dated 16th August 1899.*)

INSTRUCTIONS REGARDING CERTAIN FILES. (RULES 267 TO 274).

267. File of Discharge slips, Form No. 86 of Schedule XL(A).—The object of this file is to prevent the re-enlistment of dismissed men. It should be consulted by the P. S. officers on receipt of the Verification Roll of a recruit for enquiry as to his antecedents.

268. Enquiries regarding applications for licenses under the Arms Act.—On receipt of applications for a license under the Indian Arms Act (XI of 1878) Os./C. of P. Ss. and O. Ps. should make the necessary enquiries and report the result in Form No. 89 of Schedule VI. In the Assam Valley districts these enquiries are to be made by *mouzadars* where such agency exists and not by the Police. The form need not be used in case of renewal of license. (*G. O. No. 3949-G., dated 29th July 1909*).

269. List of persons licensed to carry arms.—A list in Form No. 14 of Schedule LIX, of persons licensed to carry or possess arms and of persons exempted from the provisions of the Arms Act will be furnished to P. S. officers yearly by Magistrate. The entries in the list should be arranged village by village, the villages being grouped according to the *Panchayeti* circle (where there are such circles) and in Assam Valley districts according to the revenue *mouzas*. Every O./C. of a P. S. will report to the Magistrate of the District, on or before the 1st December, whether there is any objection to the renewal of any of the licenses within his jurisdiction. All domiciled Europeans (not being British born subjects of His Majesty) and all domiciled Americans are required to take out licenses for the possession of arms and ammunition. The term "domiciled" includes those persons who have settled in India or who have no apparent intention of leaving India. Should any doubt arise whether any person is or is not domiciled in India, the District Magistrate should be consulted. (*Circular No. 26 of 1909*).

270. Inspection of premises of licensed dealers in arms and ammunition.—Sub-Insp. authorized by District Magistrates to inspect the shops of licensed dealers in arms and ammunition should examine their stocks and accounts once a quarter. Detailed instructions will be found set forth in a separate part of this Manual.

271. File of Police Gazettes.—The Gazette must be read immediately on receipt, and any correction necessary in previously received copies or in any of the books or registers be at once made. It will then be circulated to each subordinate O. P. in order that similar action may be taken. Finally it will be returned to the P. S. and filed. All information relating to absconded offenders, suspicious characters, released convicts, poisoners, &c., must be communicated by the O./C. of the P. S. to Head Consts. and Consts.

272. File of Cir. Orders of I. G. P. and of Orders of S.P.—Cirs. and Cir. Memos issued by the I.G.P. affecting the working of the Police at stations will be issued from time to time. These will be issued on paper, three-fourths size of a half-sheet of foolscap, with quarter margin on the left and with a separate consecutive number. They will be kept in yearly separate files at P.Ss. and O.Ps. and be bound up in yearly volumes with an index of contents. All members of the station staff and O. P. will be examined at inspection times to test their knowledge of the printed orders which concern them, and the result of this examination must be separately noted on his inspection remarks by

the inspecting officer. (*Bengal Police Gazette*, 21st December 1894). A file will also be kept of standing orders issued by the S. P. An index of all such orders should be kept up.

273. File of miscellaneous returns.—These should be filed together monthly.

274. File of periodical returns.—The original copy of every periodical return should be filed at the station, those for the various periods, weekly, monthly, &c., being filed separately.

REPORTING OF BIRTHS AND DEATHS AND DISEASES. (RULES 275 TO 283).

275. Register of births and deaths.—In every P. S. and independent O. P., except in the districts of the Assam Valley other than Goalpara and in the Hill districts, a Register of births in Form No. 5 of Schedule XLVII and a Register of deaths in Form No. 6 of Schedule XLVII will be kept.

(N.B.—The Registers of births and deaths are also kept in Shillong).

In these registers will be entered all births and deaths reported. Act IV of 1873 (an Act for registering births and deaths) has been extended to all Municipalities and to certain other towns. In those towns the registration is compulsory. Elsewhere it is not compulsory.

In P. Ss. the jurisdiction of which comprises both urban areas where the registration of births and deaths is compulsory and rural areas where such registration is not compulsory, separate registers will be maintained for the compulsory and non-compulsory areas.

On the 1st of each month a return in Form No. 7 of Schedule XLVII will be submitted to the Civil Surgeon of each district of the births and deaths reported in the previous month.

The registers of vital statistics will be open to the inspection of the Sanitary Commissioner, Deputy Sanitary Commissioners, Civil Surgeons and officers of the vaccination staff. Any defects in the registration of births and deaths pointed out to the Police by any of the above officers should be reported to the S. P. and necessary action taken to remedy the defects. In compulsory areas prosecutions for failure to register births and deaths will be initiated by the vaccination staff. In the remaining districts of the Province, that is in the districts of the Assam Valley except Goalpara and in the Hill districts (except in Shillong) the Police have no concern with the collection of vital statistics. The Police are not responsible for reporting the deaths which occur on Rys.

276. Chaukidars to report births and deaths in rural areas.—In all districts in which chaukidars have been appointed it shall be the duty of the village chaukidars to report all births and deaths occurring within their respective beats when they attend the P. S. or O. P. for Muster parade. Each chaukidar will be supplied with *Hath-chita* or village register of births and deaths in Form Nos. 2 and 4 of Schedule XLVII in which he will cause to be entered by the

panchayet or other person all the births and deaths which occur within his beat. The entries should be signed by the *panchayet* each week.

277. Checking of vital statistics in rural areas.—In areas in which the collection of vital statistics is done by chaukidars, Insp. and Sub-Insp. when in the interior of their jurisdictions should, when possible, check the entries in the chaukidars' *Hath-chitas*.

Os./C. of P. Ss. and O. Ps. should also watch the registration of births and deaths as recorded in the chaukidars' Attendance Register, Form No. 70 of Schedule LIX.

The average death rate may be taken at 45 per mille and the birth rate is higher. If in any village the number of births or deaths reported falls very much below this rate the chaukidar and *Dafadar* should be warned to make specially careful enquiries to ascertain whether all occurrences have been reported and the Sub-Insp. should himself test and depute his subordinates to test the reporting in villages which show a specially low rate.

278. Reporting agency in areas to which Act IV B. C. of 1873 has been extended.—In areas to which Bengal Act IV of 1873 (Act for registering births and deaths) has been extended and in which registration is compulsory the father or mother is bound by § 7 to give information of the birth of a child within eight days of its occurrence, and under § 8 the responsibility of reporting deaths lies on the nearest male relative of the deceased present at the death, or in attendance during the last illness of any person dying, or in the absence of any such relative the occupier of the house, or if the occupier be the person who shall have died, some male inmate of the house in which such death shall have happened, within eight days next after the day of such death, either personally, or in writing or by means of the Chaukidar or other person as provided in § 6 of the Act. Thus the primary responsibility of reporting births and deaths at the P. S. does not rest with the Police, and unless they receive special orders from Magistrate or S. P., they should not make it their business to search out such occurrences, but Consts. are bound to report any birth or death which comes to their knowledge, and for this purpose they should be supplied with the *Hath-chitas*.

279. Reports to Civil Surgeon of cholera, small-pox and plague.—In case of an outbreak of cholera, small-pox or other epidemic disease, it will be the duty of the Police to make an early report to the Civil Surgeon and to undertake the distribution of cholera medicines. No payment for these medicines is to be taken. The O./C. of a P. S. or O. P. shall report immediately to the District Magistrate, to the nearest medical subordinate and to the Civil Surgeon any case of bubonic plague or suspicious case brought to his notice (*vide Municipal Dept. Notifn. No. 1541-M., dated 9th March 1908*). While the epidemic or outbreak lasts Daily Report in Form No. 185 of Schedule XL(A) must be submitted to the Civil Surgeon. All outbreaks, number of cases and deaths should be noted in the General Diary for entry in the Daily Report for the information of the Magistrate. In column 11 of the first report submitted the population of the village affected should be noted.

The Police should draw the particular attention of the medical officer to the outbreak of cholera within or near any Military Cantonment.

280. Death of pensioners and of Police officers to be reported.—Os./C. of P. Ss. and O. Ps. and chaukidars should report the death of any pensioner, civil or military, and of any police officer whilst on leave as soon as possible after the occurrence.

281. Duties under the Vaccination Act.—In areas to which Act V of 1880 (Vaccination Act) has been extended the Police are bound to serve a vaccination notice in Form E of the Act on the person who gives information of the birth.

The form will be obtained from the Civil Surgeon, and Ss. P. must see that a supply is kept in all P. Ss. in these areas. The notice will be regularly served on the parent or guardian of the newly born child and a receipt taken on the back of the duplicate and kept in the P. S. until the Sub-Insp. of vaccination takes it away. If the parent or guardian cannot be found, the notice will be served on some person of the household, or if no one is found present, the notice should be affixed to a conspicuous part of the dwelling-house of the parent or guardian and the signature of a witness taken on the duplicate. (*Police Cir. No. 9-F, dated the 20th November 1906.*)

The above orders do not apply in towns where Act XIII of 1880 (Vaccination) is in force. Under that Act the duties of the Police in regard to vaccination in each town are laid down in rules made by the Municipal Commissioners and approved by the Local Govt.

282. Register of human beings and cattle killed by wild animals and snakes.—A register in Form No. 186 of Schedule XL(A), will be kept at each P. S. and O. P. in the districts in which there are village chaukidars (*i.e.*, all districts except the Hill districts and the districts of the Assam Valley other than Goalpara), showing the number of human beings and cattle killed by wild beasts and venomous snakes.

Occurrences will be reported by chaukidars at the Muster parades and will be entered consecutively as reported. The number of the entry in the Register of deaths and the number of the unnatural death case if any, should be noted in the register. The register is intended to deal only with wild animals which are dangerous to human beings or cattle whether rewards are given for their destruction or not. Deaths of human beings or cattle caused by wild pigs (irrespective of size or sex), wild dogs and alligators should be included under the head "Other animals" but not those caused by tame elephants or tame buffaloes or by mad dogs other than wild dogs; nor those caused by foxes, jackals or other animals not ordinarily dangerous to human life. Information as to what animals are actually included under the head "Other animals" should be supplied in the form of a footnote in each statement. Deaths on tea gardens due to wild animals must be included in it.

In the first week of January of each year a return in the form of a loose sheet of the register showing the deaths which have occurred in the previous calendar year will be submitted to the office of the S. P.

283. Reports of cattle diseases.—The following procedure should be observed on the occurrence of any outbreak of cattle disease. Os./C. of P. Ss. or O. Ps. in whose jurisdiction any outbreak of cattle disease has occurred, shall send early notice of it in Form No.—of Schedule LII to the Chairman of the District or sadar Local Board, who will take necessary steps for dealing with the outbreak. In sub-divisions, where there is a separate Veterinary Assistant, the O./C. of the P. S. or O. P. concerned shall send his Postcard report, Form No. of Schedule LII, to the Chairman of the sub-divisional Local Board, instead of to the Chairman of the sadar Local Board. The report should be sent weekly after chaukidari parade day until the epidemic has ceased.

In case of Hill districts the report should be submitted to the District Officer. Instructions to enable officers to distinguish the various fatal diseases are given in veterinary leaflet No. 1, a copy of which, either in English or the vernacular, may be obtained from the Director of Agriculture. The postcards must be franked before issue and no stamps need be affixed to it. (*L. G. P's. cir. No. 63 of 1907 and G. O. No. 10412-17-C., dated the 13th September 1907, and 12904-C., dated the 23rd November 1907.*)

DUTY OF POLICE IN REGARD TO UNCLAIMED PROPERTY.

(RULES 284 to 290).

284. Register of all property taken charge of by Police, Form No. 188 of Schedule XL(A).—The columns of the register sufficiently indicate how they are to be filled up. Under § 410, I. P. C., all property the possession whereof has been transferred by theft, or by extortion, or by robbery, and property which has been criminally misappropriated, or in respect of which the offence of criminal breach of trust has been committed is designated as stolen property, and all such property, in so far as it relates to cases cognizable by the Police, shall be entered in this register. When promissory notes, bonds, and such like property, which is in itself valueless, are stolen, only the intrinsic and not the nominal value of the articles stolen should be entered.

In a case which has been investigated the amount of property to be entered as stolen and recovered will be the amount accepted by the Magistrate and shown in the Final Memo. of the case. In cases in which no investigation has been made the amount stolen and recovered will ordinarily be the amount stated by the complainant. But the entry will be made after receipt of the order from the Magistrate accepting the abstention from enquiry and the Magistrate's opinion as to the value of the property, if expressed, will be followed.

When the Judge or Magistrate orders the property recovered or found to be returned to its owner or to any other person the receipt of the person to whom it is to be returned should be obtained in column 10 of the register and the date of return should be put under his signature. If the property is sent to the Court for production before the Court at the time of trial or for any other purpose a note should be made in column 10 to that effect, giving the name of the Const. by

whom, and date on which it was sent. The entry should be signed by the O./C. of the P. S. Inspecting officers must invariably examine this register carefully and see that no improper delay has occurred in the disposal of property.

In the remark *column* should be entered the steps taken for disposal of the property and the abstract of the order of the authority to whom reports are sent.

At the end of the year all property not disposed of should be brought forward in red ink.

285. Intestate moveable property. Rules regarding.—The following rules are issued for the guidance of the Police in dealing with intestate property which should also be entered in the Register of property taken charge of by the Police referred to in rule 284.

(i) In all cases in which intestate moveable property (that is to say moveable property in respect of which no document purporting to be a will is produced) is taken possession of by the Police, the O./C. of the P. S. in which the occurrence takes place shall submit a report to the Magistrate of the District, or of the sub-division of the district within which his station is situated. The report shall be in Form No. 56 of Schedule VI. All cases of intestate moveable property should be reported by the Police in this form, unless a claimant has appeared to claim the property by reason of such relationship as *prima facie* constitutes heirship-at-law to the deceased, and unless the fact of such relationship is undoubted. *Columns* 4 and 5 should give the names of claimants whose claims do not seem to the Police to be founded on heirship, or the fact of whose heirship is doubtful, together with particulars and reasons for doubting the genuineness of their claims.

(ii) The report in Form No. 56 of Schedule VI when received by the Magistrate of the District, or of the sub-division of the district, should be forwarded with a Memo. to the District Court having jurisdiction in the case, and the orders of the Court should be requested.

(iii) On receipt of Magistrate's report, the District Judge will reply in a separate communication, and the property will be dealt with in accordance with his orders. In practice there are only two ways in which the property is dealt with. It is either ordered to be sold on the spot, and money remitted to Court, or the property itself is ordered to be sent to the Court.

(iv) When, in the case of property that very rapidly deteriorates and perishes, the Police assume the responsibility of selling it in anticipation of orders, or when the Court directs that the property shall be sold on the spot, an account of the same in Form No. 57 of Schedule VI shall be prepared in triplicate by the Police. The three copies shall be sent to the Magistrate of the District, or sub-division of the district, who shall send two copies to the Judge, and the third to the Treasury officer. One of the two copies forwarded to the Judge shall be returned with his signature to the P. S. at which it was originally prepared.

(v) When the District Judge directs that the property itself is to be sent to the Court, a Chalan in Form No. 58 of Schedule VI shall be prepared in triplicate by the police. As in clause (iv), one copy shall be returned by the District Judge with his signature to the P. S. at which it was originally prepared.

(vi) All money and valuables sent to the District Judge by the Police should under the existing rules, be remitted to the Treasury as soon as they reach the Court, and in the event of the Treasury officer not receiving within due time the cash or valuables entered in the form received by him under clause (iv) or (v), he should immediately report the matter to the Judge by a note at the foot of the daily advice list of payments now sent to civil Courts.

(vii) Horses, cattle, ponies, sheep, and goats should not be sold by the Police without the orders of the District Judge. They should be placed in the nearest pound, and the Judge should pass orders as soon as he receives the report, so as to prevent the possibility of the cost for keep exceeding the value of the animal. The animal should, when it is ordered to be sold, be disposed of, if possible, at a public market.

(viii) The cost of keep in cases referred to in clause (vii) will be deducted from the sale proceeds and paid to the Poundkeeper, and only the net proceeds will be remitted to the Judge as provided in Form No. 57 of Schedule VI. Similarly, the cost of transport of such intestate moveable property as is sent up to the District Court should be entered in the Chalan forwarding the property in Form No. 58 of Schedule VI. This cost should be paid at once from the amount to credit on account of property sold.

In cases in which a claim to the property is afterwards judicially allowed, the successful claimant will generally be required to satisfy the charge for transport, or for keep of live animals, or for any other necessary expenses incurred for the safe custody of the property, before receiving the property or its proceeds.

286. Unclaimed property.—Under § 25, Act V of 1861, it is the duty of the Police to take possession of all unclaimed property and send an inventory thereof to the Magistrate. Such property must be entered in the Register of property taken charge of by the Police as soon as received at the P. S., or in the case of property not brought to the P. S. but left where found, as soon as the report is authenticated by an officer, who should at once be deputed for the purpose. Unclaimed property should not ordinarily be sold at an O. P., but should be sent to the P. S. to which the O. P. is subordinate, and sold there. If, however, the property is not very valuable, or not easily portable (*e.g.*, timber,) it may be sold at the O. P.; but the sale should be held by a Sub-Ins.

N. B.—It is not for the Police to question the validity of a will upon which a claim to moveable property is based, to the extent of ignoring it, and taking possession of the property as being intestate; but should a Police Officer have reason to doubt the genuineness of a will so set up it would, of course, be open to him to report his doubts to the Magistrate and suggest an enquiry as to the commission of the non-recognizable offence of forgery. (*Bengal G. O. No. 2386 J. D., dated the 24th June 1905.*)

and not by a Head-Const. Unclaimed property will not be sold without the orders of the Magistrate except in the case of property which deteriorates rapidly in regard to which the rules dealing with intestate property (rule 285) will apply. All unclaimed property or the sale proceeds thereof if it be sold, will be forwarded to the Court officer.

287. Suspected property.—Suspected property seized by the Police will also be entered in the Register of property taken charge of by the Police and a report at once made to the Magistrate under the provisions of § 523, Cr. P. C., the procedure laid down in which section is to be observed. The property will be dealt with in accordance with the Magistrate's orders.

288. Moveable property found including treasure trove.—The general rule of law with respect to moveable property found, of which the owner cannot be discovered, is that it belongs to the finder, who may however, be guilty of a criminal offence by appropriating it to his own use when he knows, or has the means of finding out, or does not take reasonable means to find out the real owner. The law regarding treasure trove, *i.e.*, anything of value hidden in the soil or in anything affixed thereto, is contained in Act VI of 1878. Whenever treasure exceeding in value Rs. 10 is found, the finder must give notice to the Collector in writing; and if the Collector after due enquiry, declares the sum ownerless, he shall distribute the sum to the finder and the owner of the place in which it was found, or give it to the finder, or acquire it on behalf of Govt. under the provisions of the Act.

The finding of statutory coins and other treasure buried underground should be immediately reported through the S. P. to the Collector or Deputy Commissioner.

289. Wrecks and salvage.—It is the duty of the Police to report the occurrence of all wrecks to the Magistrate, and pending the receipt of his orders, to take measures to protect the wrecked property.

Govt. has ordered that all Os./C. of P. Ss. shall supply the Port Officer and Receiver of Wrecks, Calcutta, as early as possible, with an authenticated copy of every report of a casualty to an inland steam vessel made to any of them, under the provisions of §30 of the Inland Steam-vessels Act, VI of 1884.

If the property saved from the wreck is "salved property," the Police will not take the property out of the possession of the salvors, but will ascertain from them the nature of the property, and report the matter for the orders of the Magistrate.

"Salvage" means the compensation allowed to persons by whose assistance a ship or boat, or the cargo of a ship, or the lives of the persons on board, are saved from danger or loss in cases of ship-wreck, abandonment of vessel, or the like. It is necessary, therefore, that life or property should be in peril, and that skill or enterprise should be displayed, or risk encountered, on the part of the salvors before any claim to salvage can be established. Where these conditions exist, there is no difference between river and sea salvage. *Example* :—A steamer or boat is wrecked in a river, and the cargo is floating about within easy dis-

tance of land. No skill is required or danger encountered in bringing it ashore. This is not "salved property." In such a case it would be the duty of the Police to render all possible assistance, and if the owners are present, to make it over to them. In the event of the owners being unknown, the Police will take possession of it, as such property belongs to the State. In either case they will report the fact for information or orders of the Magistrate.

A villager who carried off such property, and made no attempt to find out the owners, would be guilty of criminal misappropriation under § 403, I. P. C. A chaukidar is bound to give immediate notice of all wrecks to the *thana* Police.

Ten per cent. has been passed by Govt. as the amount of salvage to be awarded to persons who, at considerable risk to themselves, recover wrecked property during floods or in cases of wrecks.

With these exceptions moveable property found by any private person, and not claimed, is the property of the innocent finder.

290. Buoys.—The Police of littoral districts are enjoined to be on the look-out for any buoys which may come ashore or be found drifting. Any found must be taken possession of, and a report with full description be forwarded to the office of I. G. P.

CERTAIN MISCELLANEOUS DUTIES OF POLICE. (RULES 291 TO 300.)

291. Attendance of Police at large *hâts* and *melas*.—It is the duty of the O./C. of a P. S. to arrange that a sufficient number of Consts. are deputed to the important *hâts* and fairs in his jurisdiction where disorder is likely to arise to keep order and to prevent drunkenness and misconduct. On the occasion of a large annual fair or *mela*, he should ascertain the number of people likely to attend and report before-hand to the S. P. the arrangements which he proposes to make, asking for an additional force if necessary.

292. Supervision of ferries.—It is the duty of Os./C. of P. Ss. in the neighbourhood of much frequented ferries to exercise constant supervision personally and by their subordinates, in order to prevent the overloading of boats (*vide* § 282, I. P. C.)

293. Duties of Police as to non-criminal lunatics.—The following are the rules regarding the treatment of non-criminal lunatics by the Police:—

Act XXXV of 1858 requires that Police Officers should secure and send in to the head-quarters station of their districts all lunatics found wandering at large, believed to be dangerous by reason of lunacy. They have no power to interfere with harmless lunatics or with dangerous lunatics who are properly taken care of, and before sending up a lunatic to head-quarters, they should carefully satisfy themselves that the person is dangerous, or is so destitute and unable to procure food that his admission to the lunatic asylum is demanded by common humanity.

(*Bengal Police Gazette, 15th January 1892.*) When sending in a lunatic, a Police Officer will carefully fill up and send in a report and history sheet.

Police Officers are bound to report to the Magistrate all cases in which lunatics, who have been made over to their friends for care and treatment, are neglected or cruelly treated.

294. Pound-duties of Police.—The duties of the Police in connection with pounds are confined to the notification at the station of all impounded cattle unclaimed at the end of seven days, sale of such cattle in accordance with the provisions of § 14 of Act I of 1871, and the maintenance of the following registers:—

- (i) Form C., Form No. 116 of Schedule LIX, is a triplicate receipt for purchase money of cattle sold at auction by the Police. One copy will be given to the person purchasing the cattle, another forwarded to the head-quarters of the sub-division, and the third filed at the P. S.
- (ii) Form G., Form No. 118 of Schedule LIX, is a Register of sales. *Columns* 1, 2, 3, 6, 7, 8, will be filled up from the Chalan Form which accompanies the cattle sent for sale from the pound to the P. S.
- (iii) Form I., Form No. 135 of Schedule LIX, is the form of account which, under § 16 of Act I of 1871, the seller of cattle is bound to give the owner or his agent.

The other duties and responsibilities of the Police and of the chaukidars under the Cattle Trespass Act are set forth in §§ 10, 11, 14 and 19 of that Act.

Os./C. of P. Ss. will send notices of all reported stray cattle to the Pound-keepers in their jurisdictions and will put up notices on the notice boards of their stations.

In the Assam districts all officers of and above the rank of Insp. will frequently visit and inspect the pounds in their jurisdictions to see that food and water is properly supplied and that a proper stock of food is kept. They will submit copies of their inspection remarks to the Chairman of the Local Board through the S. P.

Pound collections will not ordinarily be remitted through the Police, but in the Assam Valley, in the case of pounds which are distant from Post Offices, the remittances may be sent through the nearest P. S. or O. P.

295. Encroachments on roads. Duties of Police.—Clause 5 of § XX of Regulation XX of 1817 runs as follows:—

“The *darogas* of Police shall prevent all encroachments on the public roads, and shall, at the same time, report the circumstances of each case, for the information of the Magistrate, &c., &c.”

This clause is unrevoked, and it follows that Sub-Insp. and Os./C. of stations should attend to the duty which formerly devolved upon *darogas*.

In many cases action can be taken by the Police *suo motu* under §§ 283 and 431 of the I. P. C., both of which sections are cognizable but where these sections do not apply, cases should be promptly reported to the District Magistrate or Sub-divisional Magistrate, with a view to the issue of a summons to answer a charge under § 268 or 425, I. P. C.

Chaukidars should be required to report all encroachments on, and injuries to, public roads at stations and O. Ps. and this should be enjoined on them as part of their duty under the provisions of rule 225.

296. Blank.

297. Periodical reports to be submitted by Police officers regarding crops and weather.—In each district where chaukidars are employed, the Ss. P. shall require all Os./C. of stations to submit, on every alternate Monday, from the first June to the end of October, and on the first Monday of the month for the rest of the year, a report on the following matters in Form No. 191 of Schedule XL (A).

- (i) The amount and distribution of rainfall.
- (ii) The character of the weather.
- (iii) The progress of agricultural operations.
- (iv) The condition of the standing crops.
- (v) The outturn estimated in annas of the crops at the time of harvest.
- (vi) The stocks of grain, as far as these can be ascertained.
- (vii) The retail shop prices of common rice (*mota chaul*) in respect of all districts and of wheat in respect of the district of Rajshahi.
- (viii) The general condition of the people, particularly the existence of scarcity, if any, or distress, whenever it may occur.
- (ix) The health of the people.
- (x) Any failure in the supply of fodder, the presence of disease, or the occurrence of any unusual mortality among the cattle.

The S. P. shall in all cases submit the original reports of the local Police to the District Officer; and in so doing shall add his own remarks (i) whenever the retail shop prices of the food-grains enumerated in clause (vii) above rise to 20 per cent. or more above the normal rates as compared with the nearest quarterly rates shown in the schedule published under clause (3) of § 4 of the Bengal Famine Code 1905; (ii) whenever any other cause for apprehension arises; or (iii) when special orders to this effect are issued by the district officer.

298. Registration of sales of cattle.—Owners and lessees of markets or fairs should be induced to register all sales of cattle and ponies. Books containing 50 foils and counterfoils each will be issued by the District Magistrate free of cost to such owners and lessees. The foil should be torn off and given to the purchaser, the counterfoil being retained by the clerk or *gomastha* in charge of the *hāt*. The possession of such a foil will afford the innocent purchaser protection against the suspicion of having unlawfully come by the animal he has bought. As a further protection *panchayets* should also be directed to give, on

application, certificates of ownership to intending vendors residing within their jurisdiction. This certificate should, when the sale has been registered, be made over to the person in charge of the register and attached by him to the counterfoil. All station officers should make every effort to induce the people to conform to these rules as they will be of great assistance in cattle theft cases if generally known and followed. Care must be taken that the giving of certificates and foils is not made the means of extorting money from vendors and purchasers. The levy of the small customary fees on sales by owners or lessees of markets should not be regarded as extortion. *Panchayets* must, however, under no circumstances, levy a fee. (*Govt. Cir. No. 52 J., dated the 26th December 1906, and I. G. P's. Cir. No. 36 of 1907.*)

299. Police to help Excise officers.—Police officers are not required to inspect excise shops. But all Police Officers must give every assistance to officers of the Excise Dept. in preventive work and every effort must be made by the Police to detect excise cases.

(*N.B.*—Under G. O. No. 2163, dated 2nd July 1910, the Police may be employed in inspecting Excise Shops in the Garo Hills, the Naga Hills and the Khasi and Jaintia Hills.)

300. Opium smuggling.—Convictions under the Opium Act are entered in the Conviction Register (*vide* Schedule C appended to rule 165).

Habitual smugglers should be distinguished by the entry of the word 'opium' in red ink against their name. Such persons should be watched and information given to the Ry. Police when they start on a journey.

Opium smugglers very often come part of the way by train and getting out at some unfrequented station, complete their journey on foot. The opium is carried in goat-skins, in tin boxes concealed about the person of the smuggler, in pockets, in his clothing, and done up inside the bundle which he carries. The Police of Dacca and Chittagong should specially watch for opium in course of being smuggled by water; and the Police of districts bordering on Nepal, for opium brought across the frontier.

APPENDIX A.

Books, Registers, and Files to be kept up at Inspector's Office, Police Stations and Out-Posts.

No.	Name of Register and File.	Authority under which kept up.		Orders with regard to preservation and destruction.
1	2	3		4
		Rule	Part	
1	Insp.'s Personal Diary	24	V	Three years.
2	Register of Receipt of General Diaries.	25	"	" "
3	Insp.'s Note Book	26	"	" "
4	Register of receipt and issue of service stamps for telegrams.	49	"	" "
5	General Diary. (To be kept at beat houses also.)	56	"	Ten "
6	Register of First Information Reports.	76	"	Counterfoils to be separated and filed with Case Diaries to which they relate.
7	Register of cases in which no First Information Report is used.	88	"	Ten years.
8	Enquiry Slip books	118	"	Three years after all enquiries have been replied to.
9	Register of Charge Sheets	140	"	} Counterfoil to be separated and filed with Case Diary to which it relates.
10	Register of Final Report Forms.	146	"	
11	Register of unnatural deaths.	157	"	Three years.
12	Village Crime Note Book, Parts I, II, III, IV & V.	160	"	} Permanently.
13	Alphabetical list of villages.	163	"	
14	Index of persons convicted and of persons for whom History Sheets have been opened.	174	"	
15	Surveillance Register.	175	"	} See rule 184.
16	Domiciliary Visit Report books.	184	"	
17	Bad Character Roll A	186	"	} See rule 187.
18	Bad Character Roll B.	187	"	
19	Gang Books	198	"	Permanently.
20	Minute Books	211	"	Three years.
21	Register of village chaukidars.	224	"	Permanently.

No.	Name of Register and File.	Authority under which kept up.		Orders with regard to preservation and destruction.
1	2	3		4
		Rule	Part	
22	Attendance Register of chaukidars. (To be kept at beat houses also.)	227	V	Three years.
23	Register of absconded criminals and escaped offenders.	240	"	Will be destroyed after all offenders entered in it are arrested or when a new register is made out in which all absconders of the old register still at large have been re-entered.
24	Counterfoil of Receipt Cheques.	248	"	Three years.
25	Thana and O. P. Khatian Inspection Register.	250	"	Permanently.
26	Register of papers received and despatched.	252	"	Three years after action has been taken on all letters entered in it.
27	Inspection Register . . .	253	"	Permanently.
28	Register of processes . . .	256	"	Three years.
29	Register of fine warrants . .	262	"	Will not be destroyed till all outstanding fines are realized or till a new book is opened in which all outstanding fines have been entered.
30	Daily Register of births. (To be kept at beat houses also.)	275	"	Will be sent annually to Magistrate's record room.
31	Daily Register of deaths. (To be kept at beat houses also.)			
32	Register of human beings and cattle killed by wild animals.	282	"	Three years.
33	Register of all property taken charge of by Police.	284	"	Three years after all property entered in it has been disposed of.
<i>Files.</i>				
34	File of Command certificate .	40	"	Three years.
35	File of <i>Mufassil</i> Diary . . .	58	"	" " "
36	File of original Case Diaries including all case papers.	130	"	To be dealt with according to instructions laid down in rule 255.
37	File of certificate of despatch from P. S. and receipt at head-quarters lock-up of prisoners.	153	"	To be kept with Case Diary after disposal of the case. In cases in which no Case Diary is used the certificates may be destroyed at the end of three years.
38	File of released convicts' statements under § 565, Cr. P. C.	180	"	To be destroyed on expiry of the period for which the residence is to be notified.
39	File of report of non-payment of wages of chaukidars.	...	"	Three years.

No.	Name of Register and File.	Authority under which kept up.		Orders with regard to preservation and destruction.
1	2	3		4
	<i>Files.</i>	Rule	Part	
40	File of monthly Cash Account	245	V	Three years.
41	File of Station Statistics	250	"	Permanently.
42	File of the list of persons licensed to carry arms.	269	"	To be destroyed on receipt of fresh lists.
43	File of Pound forms, C. G. I.	294	"	Three years.
44	File of Cir. orders	272	"	Permanently till withdrawn or cancelled.
45	File of translation	...	"	" " " "
46	File of receipts of cash and property.	...	"	Three years.
47	File of unexecuted warrants.	261	"	Permanently till executed, withdrawn or cancelled.
48	File of original copies of periodical returns.	274	"	Will be filed separately and kept for three years.
49	File of miscellaneous returns.	273	"	
50	File of Discharge Slips	267	"	Permanently or till death of the discharged man.
51	File of crime maps	251	"	See rule 251.
52	File of original copies of telegrams.	49	"	Telegrams relating to investigation should be kept with Case Diaries. In other cases the file to be preserved for three years.

N.B.—In subordinate O. Ps. all the above registers and files excepting Nos. 6, 9, 10, 11, 19, 20, 33, 43 and 52 will be maintained. There will also be a "Register of all cases enquired into subordinate Ont Posts" which will be preserved permanently. In places where the subordinate O. Pa. is more close to a telegraph office than to the parent P. S. register No. 4 and file No. 52 will also be maintained there.

Forms referred to in Part V.

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SCHEDULE II.		
66	Counterfoil Receipt Cheque	135
SCHEDULE VI.		
56	Report of intestate moveable property	146
57	Account sales of intestate moveable property	<i>ib.</i>
58	Chalan of intestate moveable property. Warrant Report Form	<i>ib.</i> 139
SCHEDULE VIII.		
28	Register of Warrants for the levy of fine	140
SCHEDULE XL (A).		
61	Register of Service Postage stamps used for telegrams	115
99	Command certificate	<i>ib.</i>
118	Progress Memo. of investigation	113
119	Personal Diary of Insps.	<i>ib.</i>
120	Register of receipt of General Diaries	<i>ib.</i>
121	Daily Report	114
122	Monthly return of inspections by Insps.	<i>ib.</i>
129	<i>Post Mortem</i> Reports	118
147	Register of cases for O. Ps.	115
148	General Diary	<i>ib.</i>
149	<i>Mufassil</i> Diary	<i>ib.</i>
150	First Information Report	116
151	Register of cases in which no First Information is used	<i>ib.</i>
152	Report under § 107 or 145, Cr. P. C.	117
153	Statement to accompany a report under §§ 109 and 110, Cr. P. C.	<i>ib.</i>
154	Hue and Cry Notices	118
155	Chalan for use when a dead body is sent for examination	<i>ib.</i>
156	Enquiry slip	119
157	" "	120
158	" "	121
159	Details of "property seized by Police Officers acting under the provisions of § 103 or 165, Cr. P. C.	122
160	Case Diary	<i>ib.</i>
161	Identification of suspects	123
163	Charge Sheet	<i>ib.</i>
164	Final Report Form under § 173, Cr. P. C.	124
165	Certificate of despatch from P. S. and receipt at head-quarters lock-up of prisoners	125
166	First Information of a reported case of unnatural death sent to the Magistrate under § 174, Cr. P. C.	<i>ib.</i>

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"	" " " " " III	<i>ib.</i>
"	" " " " " IV	<i>ib.</i>
"	" " " " " V	127
168	Alphabetical list of villages	<i>ib.</i>
169	Index of convicted persons and of persons for whom History Sheets have been opened	<i>ib.</i>
170	Surveillance Register	<i>ib.</i>
171	Domiciliary Visit Report book	128
172	Bad Character Roll A	129
173	" " " B	<i>ib.</i>
173a	Post card for reporting absence of bad characters amongst tea garden coolies	127
174	Poisoner's Post card Reports	130
175	Report on gangs	<i>ib.</i>
176	Gang Book	131
177	Register of absconded offenders and escaped convicts	134
178	Monthly Cash Account	135
179	Certificate of verification of monthly Cash Accounts	136
180	Station statistic	137
181	Thana and O. P. Khatian inspection Register	138
182	Register of papers received and despatched	139
183	Inspection Report Book	<i>ib.</i>
184	Register of processes served by Police	<i>ib.</i>
185	Daily Report on epidemic	145
186	Statement showing the results of the measures adopted with the view of exterminating wild animals and venomous snakes	<i>ib.</i>
188	Register of all property taken charge of by Police	<i>ib.</i>
189	Bill for feeding prisoners	125
191	Report under § 2, Chapter I, Bengal Famine Code	148
274	Report of attachment of property under § 88, Cr. P. C.	140
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23	Notice of vaccination in accordance with Schedule E of Act V of 1880	144
SCHEDULE XLVII.		
1 & 2	Chaukidar's <i>Hath Chita</i> or village Register of births	143
3 & 4	" " " " " " " " deaths	<i>ib.</i>
5	Daily Register of birth	144
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7	Monthly return of births and deaths	142
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	Post card report for outbreak of cattle disease	145

Forms referred to in Part V.—*concl'd.*

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14	Register of gun licenses	140
59	Appointment Sanad of chaukidars	182
69	Register of village chaukidars	183
70	Register of attendance of village chaukidars	184
71	List of chaukidars absent from parade	184
116	Pound Form C. Receipt of sale proceeds of cattle	147
118	Pound Form G. Register of sale of cattle	148
135	Pound Form I. Account of cattle sold, to be delivered to owner or agent under § 16, Act I of 1871	149
137	Report of attachment of property under § 28, Cr. P. C.	150
138	Report under § 2, Chapter I, Punjab Prison Code	151
139	Bill for feeding prisoners	151
140	Register of all property taken charge of by Police	152
141	View of extrajudicially seized animals and various articles	152
142	Statement showing the results of the measures adopted with the view of extrajudicially seized animals and various articles	153
143	Daily Report on epidemics	153
144	Register of processes served by Police	154
145	Inspection Report Book	154
146	Register of papers received and despatched	155
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Progress Memo. of investigation. (E. B. and A. Schedule XL (A), Form No. 118.):—Referred to in rule 8.

1. Name of P. S.
2. Number and month of First Information.
3. Place of occurrence and distance from P. S.
4. Offence with §.
5. Hour and date of occurrence.
6. When and where reported to Police.
7. Name of investigating officer.

The above are side headings on the top of the page, below these should be noted in a tabular form with the following columns all steps of any importance reported in the Case Diaries, such as arrests made, houses searched, property found, names of suspects, all defects noted and action taken.

- (i) No. and date of Diary.
- (ii) Date of receipt by Insp.
- (iii) Date of disposal by Insp.
- (iv) Particulars.

Personal Diary of Insp. (E. B. and A. Schedule XL (A), Form No. 119):—Referred to in rule 24.

Diary of Insp. _____ of the _____ circle, dated 191 ____.

Diary.	Superintendent's remarks.

Register of receipt of General Diaries. (E. B. and A. Schedule XL (A), Form No. 120):—Referred to in rule 25.

- | | |
|---|--|
| <ol style="list-style-type: none"> 1. Date of Diary. 2. <u>January.</u>
Date of receipt. 3. <u>February.</u>
Date of receipt. 4. <u>March.</u>
Date of receipt. 5. <u>April.</u>
Date of receipt. 6. <u>May.</u>
Date of receipt. 7. <u>June.</u>
Date of receipt. | <ol style="list-style-type: none"> 8. <u>July.</u>
Date of receipt. 9. <u>August.</u>
Date of receipt. 10. <u>September.</u>
Date of receipt. 11. <u>October.</u>
Date of receipt. 12. <u>November.</u>
Date of receipt. 13. <u>December.</u>
Date of receipt. |
|---|--|

Column 1 contains dates from 1 to 31 as side headings and the following is given on the bottom of the page.

"N.B.—The post closes at this Station at M."

Daily Report (E. B. and A. Schedule XL (A), Form No. 121.) :—
 Referred to in rule 28.

Daily Report of _____ subdivision for the 191 .

- | | |
|---|--|
| 1. P. S., village and distance.
2. §.
3. Date of occurrence and report at P. S. | 4. Names of parties with crime, and details of case and cause of delay (if any) in reporting.
5. Order of the S. P. and the Magistrate. |
|---|--|

The

191 .

Insp.

Reverse.

Forwarded to the District Magistrate of _____ for
Sub-divisional officer
 information and return after perusal.

The 191 .

Superintendent of Police.

Monthly Return of inspections by Insp. (E. B. and A. Schedule XL (A), Form No. 122.) :— Referred to in rule 29.

Side headings.

- | | |
|--|--|
| 1. Names of P. Ss., O. Ps. and Courts.
2. Distance from headquarters. | 3. Date of inspection.
4. How long halted.
5. Date of previous inspection. |
|--|--|

Seven blank columns are given breadthwise of the page.

Reverse.

Summary of work done by Insp. during the month.

- | | |
|---|--|
| 1. Number and date of criminal cases personally investigated.
2. Number and date of criminal cases personally supervised.
3. Number of cases investigated by subordinates locally tested, divided into (a) cases in which Charge Sheet was submitted, (b) cases in which Final Report form was submitted.
4. Number of villages visited to test vital statistics return or make miscellaneous enquiries. | 5. Number of surveillance over bad characters checked.
6. Number of Domiciliary Visit Reports tested.
7. Number of chankidari parades attended.
8. Number of ammunition shops or coolie depôts inspected.
9. Number of days spent on tour.
10. Remarks. |
|---|--|

Register of cases for Out-Posts. (E. B. and A. Schedule XL (A), Form No. 147).—Referred to in rule 33.

1. Consecutive number of case (commencing fresh each year).
2. Number and date of First Information Report and date of occurrence.
3. Name and residence of complainant or informant.
4. Name and residence of accused.
5. Offence with §.
6. Property stolen.
7. Property recovered.
8. Final form in which the case is reported and name of investigating officer.
9. Magistrate's final order and result of trial.

Command Certificate. (E. B. and A. Schedule XL (A), Form No. 99).—Referred to in rule 40.

See Part III.

Register of Service Postage Stamps used for telegrams. (E. B. and A. Schedule XL (A), Form No. 61.).—Referred to in rule 49.

See Part II.

General Diary. (E. B. and A. Schedule XL (A), Form No. 148).—Referred to in rule 56.

1. Date.
2. Particulars, divided into (a) Insps., (b) Sub-Insp., (c) Head Consts., and (d) Consts. in order of their watches.

Side headings under column 1.

- | | |
|---|---|
| { | (i)—Present and engaged in their duties at P. S. at |
| | (ii)—Absent on duty in the mofussil. |
| | (iii)—Absent with and without leave. |
| | (iv)—Sick at station. |

N.B.—The above information must show the state of the force at the hour the Diary opens.

The above columns are given on the top of the form and below them the informations are entered in a tabular form with two columns, viz.—

- (i) Date and hour.
- (ii) Particulars of information.

Mufassil Diary. (E. B. and A. Schedule XL (A), Form No. 149).—Referred to in rule 58.

Mufassil Diary of _____ P. S. _____ for the _____ 191 _____

Hour.

Particulars of places visited and work done.

First Information Report. (E. B. and A. Schedule XL (A), Form No. 150).—Referred to in rule 68.

First Information of a cognizable crime reported under § 154, Cr. P. C. at P. S. _____

Sub-district _____ District.

No. _____ Date and hour of occurrence.

Below these a statement in the following three columns is given.

1. Date and hour when reported.
2. Place of occurrence and distance and direction from P. S.
3. Date of despatch from P. S.

N.B.—A First Information must be authenticated by the signature, mark or thumb impression of informant and attested by the signature of the officer recording it.)

Below this a statement in the following columns is given :—

1. Name and residence of informant and complainant.
2. Name and residence of accused.
3. Brief description of offence with §, and of property carried off, if any.
4. Steps taken regarding investigation; explanation of delay in recording information.
5. Result of the case.

Signed _____

Designation _____

(First information to be recorded below. The signature, seal or mark of informant should be affixed at the foot of the information.)

Register of cases in which First Informations are not used. (E. B. and A. Schedule XL (A), Form No. 151).—Referred to in rule 88,

1. Consecutive number.
2. Complainant.
3. Accused.
4. Date of submission of report.
5. Date of arrest.
6. Cause.
7. Witnesses.
8. Magistrate's order with date.
9. Remarks.

Report under § 107 or 145, Cr. P. C. (E. B. and A. Schedule XL (A), Form No. 152):—Referred to in rule 88.

1. Names and residence of disputing parties.
2. Subject of dispute (if land, give area and boundaries).
3. Claims advanced by both parties.
4. Names and residence of persons to be bound down.
5. Witnesses and their residence.
6. Remarks showing how the information was lodged and what the Police found on arrival at the spot. Reasons for apprehending a breach of the peace, etc.

Statement to accompany a report under §§ 109 and 110, Cr. P. C., (E. B. and A. Schedule XL (A), Form No. 153):—Referred to in rule 88.

1. General repute.
2. Previous convictions.
3. General manner of living and the ostensible means of subsistence.
4. Habits of the accused.
5. Associates of the accused.
6. Cases in which the accused has been suspected to have taken part.
7. Details of cases in which the accused has been known to have taken part.
8. Remarks.

(Reverse.)

Explanations.—

- Column* 1. Evidence of repute must not be hearsay, but should be given by co-villagers and those living in the surrounding village.
- „ 2. Requires no explanation.
- „ 3. The means of livelihood, caste, labour, trade, etc., the number of persons who are dependent on the accused and an estimate of his daily expenditure compared with his sources of income should be brought out.
- „ 4. The fact that the accused works regularly or intermittently, whether he is absent frequently from his home, and if so, whether on dark or moonlight nights, what explanation has been given by him for his absence, whether the chaukidars have watched to see when and under what circumstances he returns to his home, is the accused found sometimes with larger funds at his disposal than at other times—are all relevant points.
- „ 5. The nature of the accused's associates is important—Whom does he visit, what persons come to his house, with whom he is on friendly terms. All these points are of value, but it must be shown that these men are themselves bad characters, if the evidence is to be of value. It is useless to say A associates with B and C unless you prove that B and C are bad characters.
- „ 6. Really comes under *column* 1. (General repute.)
- „ 7. Under this head much hearsay evidence is given. If the accused was seen by anyone running away when a cry of thief was raised, that person should testify to the fact. If the accused extorts money in any way the person concerned should be produced as a witness. It is useless to call A to say that he knows B demanded *Punah* from C, but was not present when he did so, or that B stopped C's son and frightened him into giving him money as he (C) himself told him. See also rules 190 and 191.

Hue and Cry Notice. (E. B. and A. Schedule XL(A), Form No. 154):—Referred to in rule 90.

Hue and Cry Notice.

1. Station.
2. Village of occurrence.
3. Date of occurrence.
4. Nature of accused and his descriptive roll if available.
5. Nature of properties stolen.
6. Nature of occurrence.

Date of despatch by station officer.

Signature of officer.

(Reverse).

despatching.

1. Date of receipt by station officer.
2. Date of reading over and explaining to the chaukidars and *Dafadars* at Muster parades.
3. Action taken by the receiving station officer.

Signature of receiving officer.

Chalan for use when a dead body is sent for examination. (E. B. and A. Schedule XL (A), Form No. 155.):—Referred to in rule 115.

1. Name and caste of deceased.
2. Sex and age.
3. Residence.
4. Where body was found.
5. Date and hour of despatch and distance from place of *post mortem*.
6. Means of despatch.
7. Name of identifying Police officer.
8. Marks on the body.
9. Cause of death as far as known.
10. Remarks, noting what clothes and articles were sent in with the body.

Post mortem Report. (E. B. and A. Schedule XL (A), Form No. 129.):—Referred to in rule 115.

See Part IV.

Enquiry Slip. (L. B. and A. Schedule XL (A), Form No. 156.):—Referred to in rule 118.

Foil.

Counterfoil.

ENQUIRY SLIP.

ENQUIRY SLIP.

Serial No.

Serial No.

FROM P.S.
O.P.

District.
FROM

P.S. District.
O.P.

TO P.S.
O.P.

District.

To

P.S. District.
O.P.

Nature of enquiry needed.

Nature of enquiry

Signature of sending P. S.
or O. P. officer.

Village.

P. S. serial No.
O. P.

Date of receipt of Slip
Date of despatch of rep

NAME

Name and rank of officer making enquiry

Date

Signature.

Date

Signature of enquiring officer.

Enquiry Slip. (E. B. and A. Schedule XL (A), Form No. 157):—Referred to in rule 118.

Foil.

Counterfoil.

Outerfoil.

For S. P. of district concerned through S. P. of district of issue.

For officer by whom enquiry is to be made.

(1)

(2)

(3)

When No. 3 is received back to be affixed to No. 1.)

Enquiry Slip to be used only in connection with enquiries to be made in other provinces.

Serial No.

Enquiry Slip to be used only in connection with enquiries to be made in other provinces.

Serial No.

Serial No.

FROM P. S.
O. P.

District.

TO P. S.
O. P.

District.

FROM P. S.
O. P.

District.

To P. S.

District.

TO P. S.
O. P.

District.

Nature of enquiry needed.

Nature of enquiry needed.

Date

Signature.

N. B.—If any material error is found in the address or contents of the slip a corrected slip should issue from S. P.'s office to the S. P. of the district in which the information is to be obtained. The slip if not in the Vernacular of the Province addressed must be translated into English.

(Here give also the particulars of the persons to be enquired about with name, parentage, etc., etc.)

Date

Signature.

Date

Signature.

Enquiry Slip. (E. B. and A. Schedule XL (A), Form No. 158.):—Referred to in rule 118.

Foil.

Calcutta Enquiry Slip.

Enquiry Slip to be used only in connection with enquiries from Calcutta.

Serial No.
Date
From
To

Serial No.
Date
From
To

REPLY.

No.

Dated,

From
To

Nature of enquiry

Nature of enquiry wanted.

Signature of officer.

Particulars regarding persons to be enquired about.

Name.

Father's name.

Occupation or trade.

Reported to have gone to Calcutta on or about

Object of visit to Calcutta.

Address in Calcutta.

Names of "bartwalla" or landlord.

Name of "para" or "bustee."

Name of street with number of premises.

Name of P. S. or Post Office.

Names and addresses of relatives, associates or countrymen in Calcutta.

Signature of officer.

Result of enquiry.

Signature of officer.

Details of property seized by Police officers acting under the provisions of § 103 or 165, Cr. P. C. (E. B. and A. Schedule XL (A), Form No. 159.):— Referred to in rule 123.

1. Date and hour of search.
 2. Name and residence of person whose place is searched.
 3. Name and residence of witnesses to search.
- The above are side headings on the top of the form and below it there is a statement with the following columns.*
4. Description of articles seized*, each article being given a separate or collective serial number.
 5. Description of place where seized articles found.
 6. Marks made in presence of witnesses on articles seized, with a view to their subsequent identification, if necessary, as the particular articles seized during search.
 7. Remarks (here should be noted the serial number in complainant's *Mat-talika*.)

* Articles seized should be numbered and labelled and attested by signature of witnesses and Police Officers. It must be understood that permanent marks such as cuts, etc., must not be made.

Below the statement is given the signature of witnesses with date and signature of Police officer with date.

Case Diary (E. B. and A. Schedule XL (A), Form No. 160.):— Referred to in rule 125.

Case Diary under § 172, Cr. P. C., in case No. _____, date _____ § _____

P. S.

District

First Information Book No. _____ of 191 _____

Case Diary No. _____

Below these a statement in the following columns is given.

(1) Arrested and sent up. (2) Arrested and released on bail. (3) At large.

Particulars of enquiry are to be written below this statement. The left hand side containing the column "Particulars of enquiry" divided into (a) No. and hour of entry, (b) place of entry and (c) synopsis of entry.

(Reverse).

Diary ends.

Forwarded to (Person) _____

From (place) _____

At (time) _____

By (what means) _____

Signature of Sub-Insp. of Police.

Statements under § 161, Cr. P. C., forwarded herewith

No. Name

Father's name

Address.

Identification of suspects. (E. B. and A. Schedule XL (A), Form No. 161.) :—Referred to in rule 132.

1. Date of conducting the identification.
2. Place where the identification is made.
3. Name of identifying witnesses with note as to which suspects were identified by each witness.
4. Names of the suspects.
5. Place where the suspect was detained or kept before he was brought out for identification.
6. Description of the manner in which the identification was effected.
7. Names of witnesses in whose presence the identification was made with their signature.
8. Remarks and signature of the investigating officer.

Charge Sheet. (E. B. and A. Schedule XL (A), Form No. 163.) :—Referred to in rule 140.

Foil.

Dated 191 .
 No. of charge.
 No. and date of First Information.
 Name of complainant or informant.
 Accused persons.
 (a) Forwarded in custody.
 (b) Admitted to bail.
 (c) Not sent for trial.
 Charge.
 Names of witnesses.
 Property found.
 Date and hour of despatch.
 Signature of investigating officer.

Counterfoil.

District — Charge Sheet No. dated 191 .
 P. S. in First Information No. dated 191 .

Columns.

1. Name, address and occupation of complainant or informant.
2. Names and addresses of accused persons not sent up for trial, whether arrested or not arrested, including absconders (show absconders in red ink).
3. In custody.
4. On bail or recognizance.
5. Property (including weapons) found with particulars of where, when, and by whom found, and whether forwarded to Magistrate.
6. Names and addresses of witnesses and what point each is called to prove.
7. Charge or information. Nature of offence and circumstances connected with it in concise detail, and under what § of the Penal Code charged.

The following is given below the form.

Despatched at A. M. on 191 .
 P. M.

Signature of investigating officer.

Names and
 addresses of
 accused per-
 sons sent up
 for trial.

Reverse.

I certify that I have carefully examined the Register of persons convicted (Village Crime Note Book Part III) and have in all other respects made full enquiry whether the accused persons and absconders against whom the charge has been proved have given false names and addresses or have been previously convicted, and I find that—

Also certified that the accused has resided in this jurisdiction for a period of $\frac{\text{more}}{\text{less}}$ than ten years.

Certificate to be signed by the Court officer.

Certified that I have carefully searched the Conviction Register and have found that—

Final Report Form under § 173, Cr. P. C. (E. B. and A. Schedule XL (A), Form No. 164.)—Referred to in rule 146.

Foil.

Final Report under § 173, Cr. P. C.

Serial No. dated 191 .
 No. and date of First Information.
 Name of complainant or informant.
 Charge or complaint.
 Property stolen, if any.
 Accused persons, if any.
 Date and hour of arrest, if arrested.
 Date and hour of release and whether on bail or recognizance.
 Property found.
 Brief note of reasons for not proceeding further with investigation.
 Final orders of Magistrate with date.
 Date and hour of despatch.
 Signature of investigating officer.

Counterfoil.

District Final Report No. dated 191 .
 P. S. in First Information No. dated 191 .

Columns.

1. Name and address of complainant or informant.
2. Nature of charge or complaint.
3. Description of property stolen, if any.
4. Names and addresses of accused persons, if any.
5. If arrested, date and hour of arrest.
6. Date and hour of release and whether on bail or recognizance.
7. Property (including weapons) found, with particulars of where, when and by whom found, and whether forwarded to Magistrate.
8. Brief description of information or complaint, action taken by Police with result and reasons for not proceeding further with investigation.

*Below the form.*Despatched at $\frac{\text{A. M.}}{\text{P. M.}}$ on 191 .

Signature of investigating officer.

N. B.—The Magistrate should record his orders on the back.

Certificate of despatch from P. S. and receipt at head-quarters lock-up of prisoners. (E. B. and A. Schedule XL (A), Form No. 165.)—Referred to in rule 153.

1. Name of P. S.
2. Date and hour of despatch.
3. Names of prisoners.
4. Case in which concerned.
5. Name of Police officer in whose custody sent.
6. Date and hour of arrival at sadar or subdivisional station or Court and receipt of O./C. of same.

Bill for feeding prisoners. (E. B. and A. Schedule XL (A), Form No. 189.)—Referred to in rule 155.

- | | | |
|-----------------|---|---|
| Number of days. | { | 1. Names of divisional and sub-divisional P. Ss. and O. Ps. |
| | | 2. Names of prisoners and indigent witnesses. |
| | | 3. Fed at station. |
| | | 4. Fed on the road. |
| | | 5. Total for each prisoner. |
| | | 6. Rate per diem. |
| | | 7. Amount expended. |

First Information of a reported case of unnatural death sent to the Magistrate under § 174, Cr. P. C. (E. B. and A. Schedule XL (A), Form No. 166.)—Referred to in rule 157.

1. Station number.
2. Date and hour of information.
3. Name and residence of the person reporting.
4. Name, age and residence of the deceased.
5. Name of place where corpse was found, with distance and direction from P. S. and O. P.
6. How caused and date and hour of death.
7. Steps taken by the O./C. and date and hour of going to the spot.

Below the statement the following are given.

Date and hour of despatch of First Information Report.

Officer in charge of $\frac{\text{Police Station.}}{\text{Out-Post.}}$

Informant's statement to follow here.

Counterfoil.

Final report of a reported case of unnatural death sent to the Magistrate under § 174, Cr. P. C.

Station number.

Date of First Information.

Name of deceased.

Date and hour of despatch of final report.

Officer in charge of $\frac{\text{Police Station.}}{\text{Out-Post.}}$

Final Report.

Village Crime Note Book. (E. B. and A. Schedule XL (A), Form No. 167.):—Referred to in rule 160.

PART I. VILLAGE HISTORY SHEET.

Population by census of 19 of village. P. S. District.

Number of houses.

Names of outlying hamlets with number of houses, if any, in each.

Revenue.

Name of principal landholder or zamindar.

Name of post office and nearest telegraph office.

Market days, fairs and festivals.

Principal castes and tribes.

Names of headmen, other leaders and village watchmen;

The above are side headings on the top of the form and below them is given a statement in the following three columns.

1. Headmen.
2. Other leading men.
3. Village watchmen.

PART II. CRIME REGISTER.

1. Serial number as given in First Information Book.
2. Date of occurrence.
3. Offence.
4. Stolen.
- Value of Property. { 5. Recovered.
6. Names of persons accused or suspected with parentage, caste and residence.
7. Result of cases.

PART III. CONVICTION REGISTER.

1. Serial number.
2. Name and residence of convict.
3. Parentage and caste.
4. Place and date of conviction.
5. Offence.
6. Punishment awarded.
7. Place of crime if committed outside village.
8. Names of identifying officers and serial number of entry of previous convictions, if any.

PART IV.

Notes on crime in the village with special reference to factions, land or water disputes, presence of criminal tribes or gangs, destruction or damage to Ry. lines within the village, special outbreak of crime in the village, etc.

PART V. HISTORY SHEET.

1. Number.
2. Name.
3. Parentage and caste.
4. Age and date of entry.
5. Description.
6. If finger impression or photograph taken, date of doing so.

The above will be shown in a statement on the top of the page and below this the following headings are given one after another.

Relations and connections.
 Property and mode of earning livelihood.
 Convictions.
 History and movements.

Alphabetical list of villages. (E. B. and A. Schedule XL (A), Form No. 168.) :— Referred to in rule 163.

1. Name of village.
2. Name of Panchyetti Circle.
Mouza. and number of volume.
3. Page number.

Index of persons convicted and of persons for whom History Sheets have been opened (E. B. and A. Schedule XL (A), Form No. 169.) :— Referred to in rule 174.

1. Name of persons entered in History Sheets.
2. Name of father.
3. Village and unit of residence.
4. Number of History Sheet.

Surveillance Register—(E. B. and A. Schedule XL (A), Form No. 170.) :— Referred to in rule 175.

1. Number.
2. Name.
3. Parentage and caste.
4. Residence.
5. Number of History Sheet.
6. Date of entry.
7. Brief reasons for entry and signature of officers.
8. Date.
9. Brief reason and signature of officer.

Name
Struck
off.

Post card report of bad characters amongst tea garden coolies (E. B. and A. Schedule XL (A), Form No. 173A :— Referred to in rule 182.

Post Card.

1. Name of coolie.
2. Father's name.
3. Caste.
4. Whether absent since last report was submitted.
5. If absent—
 - (a) Date and period of absence.
 - (d) Place or places visited.
 - (c) Cause of absence.

**Domiciliary Visit Report Book. (E. B. and A. Schedule XL (A),
Form No. 171.) :—Referred to in rule 184.**

Counterfoil.

No. in Surveillance Register.

columns.

1. Name of bad character.
2. Details of enquiry.
3. Witnesses.

Foil.

No. in Surveillance Register.

columns.

1. Name of bad character.
2. Details of enquiry (to be continued on reverse if necessary.)
3. Witnesses.

Bad Character Roll A. (E. B. and A. Schedule XL (A), Form No. 172.):—Referred to in rule 186.

**FORM A.—ROLL FOR REPORTING THE ABSENCE OR DEPARTURE OF
A BAD CHARACTER.**

1. Police station.
2. District Province.
3. Serial number of roll.
4. Name, parentage, caste and descriptive marks of bad character.
5. Number in Surveillance Register and particulars of previous convictions.
6. Class of offences he commits.
7. Place to which he may have gone or is alleged to have gone and for what purpose, with information as to his relatives and associates in such places.
8. Date and hour at which he left his village.
9. Date and hour of despatch of this roll and whether sent by hand or post.

Signed _____

Designation _____

Date _____

ACKNOWLEDGMENT OF RECEIPT.

(This should be torn off and returned immediately on receipt of roll).

Bad Character Roll (Form A), number _____ of police station _____ district _____
was received by me at _____ P. M. on the _____ 19 . The persons named therein
have not* arrived in the limits of the police station. Inquiries are being made.

*N. B.—If the bad character has arrived, strike out the word "not."

Signed _____

Designation _____

Date _____

(Reverse.)

Information about the conduct of the bad character during his residence in
_____ police station _____.

Signed _____

Designation _____

Date _____

Bad Character Roll, B. (E. B. and A. Schedule XL (A), Form No. 173.):—Referred to in rule 187.

FORM B.—ROLL FOR REPORTING THE ARRIVAL OF A SUSPICIOUS STRANGER.

1. Police station.
2. District Province.
3. Serial number of roll.
4. Name, parentage, caste, occupation and residence of stranger and any previous conviction admitted by him.
5. Descriptive marks.
6. Name of village and person with whom he is staying, with information as to his conduct and associates.
7. Date of arrival.
8. Name of police station and village from which he alleges he has come.
9. Date on which he alleges he left his village.
10. Late and hour of departure of stranger, with name of reporter.
11. Whether stranger is returning to his home or going elsewhere.
12. Date and hour of despatch of this roll and whether sent by hand or post.

Signed _____

Designation _____

Date _____

ACKNOWLEDGMENT OF RECEIPT.

Bad character roll (Form B) number _____ of Police Station _____ district
was received by me at $\frac{A. M.}{P. M.}$ on the _____ of _____

19 .

Signed _____

Designation _____

Date _____

(Reverse.)

Reply.

If the stranger is identified, full particulars regarding him should be entered here and the roll should then be returned to the Police station of issue.

Poisoner's post card reports. (E. B. and A. Schedule XL (A), Form No. 174.) :—Referred to in rule 188.

Police station _____ Dated the 19 .

District _____

Name (with *aliases*) _____

Father's name _____

Residence in full _____

Absent since _____

Particulars of interest and probable whereabouts _____

Officer in charge.

Report on gangs. (E. B. and A. Schedule XL (A), Form No. 175.) :—Referred to in rule 195.

Particulars of men, women and children who left the jurisdiction of
Thana _____ district _____ for _____

1. Name of tribe or caste.
2. Name of particular division of tribe or caste.
3. Number of men, women and children.
4. Name and description of Headman and of one or two other members of gang. (If ascertainable, note if any member had had their finger impressions taken).
5. Original home or head-quarters of the gang.
6. Religion.
7. Language.
8. Clothing.

9. Horses, donkeys, goats, sheep and cattle.
10. Ostensible profession.
11. Date of arrival.
12. From where.
13. Particulars of any suspicion or charges against them.
14. Destination and date of departure.
15. Purpose of journey.
16. Route proposed to be taken.
17. Measures taken to watch the gang.
18. If they purchase women for prostitution, if the women practise such, if they intermarry, etc.
19. Finger impression (Left Thumb) of Head man.

Gang Book. (E. B. and A. Schedule XL (A), Form No. 176.):—
Referred to in rule 198.

Page 1.

Particulars of gang.

Name of tribe or caste,

Name of particular division of tribe and caste.

Number of—

Men.	Women.	Children.
------	--------	-----------

Names of male members with reference to page on which each member's left thumb impression has been taken—

No.	Name.	Page.	No.	Name.	Page.
1					
2					
3					
4					
5					
6					
7					
8					
9					
10					
11					
12					
13					
14					
15					
16					
17					
18					
19					
20					

Religion—

Language—

Clothing—

Domestic and other animals—

Ostensible profession—

Page 2.

Convictions of members of the gang.

To be given in a statement with following columns):—

1. Name with Number

3. Section.

2. Father's name.

4. Sentence.

5. Place and date.

Pages 3—6.

Brief details of all cases in which members were sent up for trial or suspected.

Pages 7—10.

HISTORY OF GANG.

Pages 11—12.

Other informations which may be regarded as being of permanent value.

Pages 13—17.

Left thumb impression of all the members of the gang.

No.

Name

(Alias)

Father's name.

N. B.—There will be as many such headings as there are members of the gang and below each page will be given a certificate as follows.

Impression taken by—

In district—

On 19 .

PART II.

Pages 1 to 10.

District visited in 19 , divided into (1) date; (2) district; (3) remarks.

Appointment sanad. (E. B. and A. Schedule LIX, Form No. 59).—Referred to in rule 223.

_____ son of _____ caste _____ village _____ P.S.
O.P.

_____ district _____, at present resident of village _____

P.S.
O.P. _____, district _____, is hereby appointed, under
the provisions of § 35, Act VI (B. C.) of 1870, as amended by subsequent
enactments: chankidar of village _____ P.S.
O.P. _____ district _____

Dated _____

Magistrate.

Pages 3—4 and 5—6.

Notes of instances of good conduct in the service of the chaukidar.

Number and date of order for entry and by whom given.	Short title of subject of entry, e.g., "Reward" commendation.	Short particulars specifying number and date of case or date, place and persons connected with the circumstances of good conduct.
---	---	---

Pages 7—8 and 9—10.

Notes of instances of misconduct in the service of the chaukidar.

Number and date of order for entry and by whom given.	Short title of subject of entry, e.g., 'fine, warning, suspension, etc.'	Short particulars specifying number and date of case, or date, place and persons connected with the circumstances of misconduct.
---	--	--

Register of village chaukidars under the chaukidari Act, VI (B. C.) of 1870. (E. B. and A. Schedule LIX, Form No. 69.):—
Referred to in rule 224.

1. Names of villages.
2. Distance and direction from station.
3. Population according to last census.
4. Number of houses according to last census.
5. Names of proprietors and managers.
6. Name of collecting member of *panchayet*.
7. Name of chief *rayats*.
8. Names of members of the *panchayet* and date of appointment.
9. Names of chaukidars.
10. Remarks.

Register of attendance of village chaukidars. (E. B. and A. Schedule LIX, Form No. 70.):—Referred to in rule 227.

1. Chaukidar's number.
2. Distance and direction of village from P. S.
3. Number of houses.
4. Names of chaukidars and villages.
5. to 17. Names of months from January to December.
18. Annual total.

19. Absconders and bad characters living in each beat with number in Surveillance Register and History Sheet of the latter, and class and number and part of the former.

N. B.—Deaths indicated thus x.

Births " " —

Attendance date to be entered in black ink.

Date of absence " " red ink.

List of chaukidars absent from parade. (E. B. and A. Schedule LIX, Form No. 71.) :—Referred to in rule 227.

1. Number divided into (a) of circle, (b) of chaukidar.
2. Name of the absentee.
3. Date of absence.
4. Previous punishments for absence.
5. The chaukidar's explanation.
6. Remarks on the explanation, whether true or false. The number, of previous defaults during the year.
7. Order.

Register of absconded offenders and escaped convicts. (E. B. and A. Schedule XL (A), Form No. 177.) :—Referred to in rule 240.

1. Name, father's name, caste, village, *thana*, district.
2. Description of offender and supposed date of birth.
3. Details as to family and property in village.
4. Names of friends and relatives residing in other P. Ss. specifying their residences.
5. Full details of circumstances under which escape effected.
6. Amount of reward offered, if any, for apprehension.
7. Number, date and description of case. Name of P. S. to which it belongs.
8. Date and number of order of arrest and Police Gazette proclamation number.
9. Date of warrant.
10. Date of proclamation and attachment.
11. Date of recording evidence under § 512, Cr. P. C.
12. Date of apprehension, surrender or death.
13. Remarks.

Reverse.

Name of enquiring officer, date of enquiry and No. of entry in General Diary. | Brief details of enquiry and names of witnesses present at the enquiry.

Monthly Cash Account.—(E. B. and A. Schedule XL (A), Form No. 178.)—Referred to in rule 245.

Money Received.	1. Date of receipt.	Disbursed or forwarded.	7. Date.
	2. Number of receipt cheque.		8 To whom paid.
	3. From whom.		9. On what account.
	4. On what account.		10. Amount divided into money columns.
	5. Amount divided into money columns.		11. Signature of officer in charge of station.
	6. Signature of officer in charge of station.		
	Balance at the end of the month.		12. Amount divided into money columns.
			13. Explanation why not disposed of.

Counterfoil Receipt Cheque.—(E. B. and A. Schedule II, Form No. 66.)—Referred to in rule 245.

No. _____	2	No. _____
		Dated _____ 19 .
Received from _____		Received from _____
On account of _____		the sum of Rupees _____
Rupees (in words) _____		on account of _____
(Figures) Rs. a. p.		(Figures) Rs. a. p.
Signature of receiving officer.		Signature of receiving officer.
Date _____ 19 .		

Form of certificate for verification of monthly Cash Accounts.—(E. B. and A. Schedule XL (A), Form No. 179.) :—Referred to in rule 246.

P. S.,

Month of

19 .

Certified that I have examined the cash accounts for p. s., _____ for the month of _____ and find that all sums mentioned therein, as remitted to this office, as well as sums remitted from this office to the P. S., have been duly received and are properly accounted for, with the exceptions noted below.

Name

Designation

Court office,

Sub-division.

Dated

Name

Designation

Magistrate's Office.

Dated

Name

Designation

Superintendent's Office,

Dated

N. B.—Each officer's certificate refers to receipts and disbursement in his office only.

Station Statistic.—(E. B. and A. Schedule XL (A), Form No. 180.):—Referred to in rule 250.

— P. S. statistics for the quarter ending the 19 .

Area.

Population.

Sanctioned strength . Sub-Inspectors—Head Consts.—Consts.

Actual strength	.	.	"	"	"
-----------------	---	---	---	---	---

	1. Name of investigating officers.	454 to	25. Number of cases.
	2. Cases reported.	456, I.	26. Convicted.
	3. Charge Sheet Forms.	P. C.	27. Acquitted.
	4. Persons sent up.	379 to	28. Number of cases.
Convicted	{ 5. Cases.	382, I.	29. Convicted.
	{ 6. Persons.	P. C.	30. Acquitted.
Acquitted	{ 7. Cases.	411 to	31. Number of cases.
	{ 8. Persons.	411, I.	32. Convicted.
	9. Refused under Section 157	P. C.	33. Acquitted.
	(b), Cr. P. C.	143, 147	34. Number of cases.
	{ 10. Declared true by Magistrate.	and 148,	35. Convicted.
		I. P. C.	36. Acquitted.
Final Report Forms.	{ 11. Intentionally false.	304,	37. Number of cases.
	{ 12. Mistake of fact or law.	I. P. C.	38. Convicted.
	{ 13. Non-cognizable.	302,	39. Acquitted.
		I. P. C.	40. Number of cases.
			41. Convicted.
			42. Acquitted.
Property	{ 14. Stolen.	Other Sections.	43. Number of cases.
	{ 15. Recovered.		44. Convicted.
Sections of law.	{ 395 to		45. Acquitted.
	{ 397, I.	Coining cases.	46. Number of cases.
	{ P. C.		47. Convicted.
	{ 393 to		48. Acquitted.
	{ 394, I.	Arms Act	49. Number of cases.
	{ P. C.	cases.	50. Convicted.
	{ 457 to		51. Acquitted.
	{ 460, I.	Other Acts.	52. Number of cases.
	{ P. C.		53. Convicted.
	{ 24. Acquitted.		54. Acquitted.

Below this statement is given a comparative table with the following side headings under column 1.

Last 5 years {

The following is given below the comparative table as a foot-note—

- (i) Number of prosecutions for false complaints.
- (ii) Number of Charge Sheets found false and complainants punished.

Details of miscellaneous work.

Details of unnatural deaths.	{	1. Months.	{	17. Old fines.	
		2. Homicide.		18. New fines.	
		3. Suicide.		19. Total.	
		4. Drowning.		20. Amount realized	
		5. Snake bite.		21. Amount struck off.	
		6. Wild animals.		22. Balance.	
Bad livelihood cases.	{	7. Railway accidents.	{	23. Names of Officers.	
		8. Other cases.		24. Number of choudidari parades attended, divided into three sub-columns.	
		9. Persons bound down.		25. Present at station, divided into three sub-columns.	
Cases under Chapter VIII, Cr. P. C.	{	10. Persons sent to jail.	{	26. Present partially divided into three sub-columns.	
		11. Persons reported.		27. Present sick and off duty, divided into three sub-columns.	
Nuisance cases.	{	Cases.	{	28. Absent at head-quarters, divided into three sub-columns.	
				13. Convicted.	29. Absent on duty in <i>mofussil</i> , divided into three sub-columns.
		Persons.		14. Acquitted.	30. Total number of days present.
				15. Convicted.	31. Total number of days entirely absent.
		16. Acquitted.		32. Remarks.	

Thana and O. P. Khatian Inspection Register. (E. B. and A. Schedule XL (A), Form No. 181).—Referred to in rule 250.

To be filled up by station officers at the close of each month and the entries checked by inspecting officers.

Property.	{	1. Month and number of case.
		2. Section under which reported.
		3. Section under which case is disposed of by Magistrate.
		4. Stolen.
Final Form.	{	5. Recovered.
		6. Charge Sheet Form.
		7. True.
		8. False.
Persons.	{	9. Cases in which the Court did not accept the Police Report as to the truth or falsity of the complaint.
		10. Refused enquiry.
		11. Sent up.
		12. Convicted.
Page number of entry in	{	13. Acquitted.
		14. Pending.
		15. Absconding.
		16. Register of all property taken charge of by police.
		17. Conviction Register (Part III, Village Crime Note Book).
		18. Surveillance Register.
		19. Absconder's Register.
		20. Chaudidari Attendance Register.
		21. Crime Register (Part II, Village Crime Note Book).
		22. Number and date of Bad Character Roll if issued.
		23. Number of accomplices entered in History Sheet (Part V of Village Crime Note Book).

24. Village of occurrence and distance and direction from P. S. and O. P.
25. Inspector's order for preservation or destruction of records.
26. Remarks.

Register of papers received and despatched. (E. B. and A. Schedule XL (A), Form No. 182.) :—Referred to in rule 252.

- | | | |
|--|---|----------------------------------|
| From
whom
received
or to
whom
despatched. | { | 1. Serial number in register. |
| | | 2. Date of receipt or despatch. |
| { | { | 3. Designation. |
| | | 4. Station. |
| If received. | { | 5. Number. |
| | | 6. Date. |
| Number
and date
of reply
or other
mode of
disposal. | { | 7. Subject. |
| | | 8. Number. |
| | | 9. Date. |
| | | 10. Remarks noting action taken. |

Inspection Report Book. (E. B. and A. Schedule XL(A), Form No. 183.) :—Referred to in rule 253.

This register is bound with blank papers and no special form has been prescribed.

Register of processes served by police to be kept at P. Ss. and O. Ps. (E. B. and A. Schedule XL (A), Form No. 184.) :—Referred to in rule 256.

1. Serial number.
2. Number and nature of process, divided into (a) summons, (b) warrant, (c) other process.
3. Name of issuing Court.
4. Name and residence of person against whom process issued.
5. Section of law.
6. Date of receipt in P. S.
7. Name of officer deputed.
8. Date when process made over to officer.
9. Date of his return to P. S.
10. Method of service.
11. Date of return of process or of submission of report to issuing Court.
12. Remarks.

Warrant Report Form. (E. B. and A. Schedule Form No.) :—Referred to in rule 258.

(Blank.)

Report of attachment of property under § 88, Cr. P. C.
(E. B. and A. Schedule XL (A), Form No. 274.) :—Referred to in rule 260.

1. Name of P. S.
2. Name and residence of absconder against whom attachment order under § 88, Cr. P. C. issued, and number and date of case.
- Dates of { 3. Issue.
4. Receipt at P. S.
5. Attachment.
6. Return after execution.
7. Number, description and value of property attached.
8. Names and residence of witnesses.
9. Whether taken charge of by police and removed to P. S. or left in the village.
10. If left in village, signature of the party in whose charge property left.
11. If no property attached explanation of reason.

Register of warrants for the levy of fine. (E. B. and A. Schedule VIII, Form No. 28):—Referred to in rule 262.

1. Consecutive number in year.
2. Number of warrant.
3. Officer issuing.
4. Name of offender and offence and date of sentence.
5. Amount for which warrant is issued.
6. Date of warrant.
7. Date of its receipt.
8. Date of its return to head-quarters.
9. Amount realised and remitted.
10. Date of remittance.
11. Balance of fine outstanding.
12. Remarks.

Register of gun licenses. (E. B. and A. Schedule LIX, Form No. 14.):—Referred to in rule 269.

1. Consecutive number.
2. Name of licensee.
3. Address.
4. Number and date of license and number of gun.
5. Description of arms.
6. Period *divided into* (a) From (b) To.
7. Officer issuing.
8. Remarks showing with dates of reports to Magistrates, application for renewal and any subsequent action taken and order passed.

Daily Register of birth. (E. B. and A., Schedule XLVII, Form No. 5).—Referred to in rule 275.

Place of registration _____

Month _____

District _____

Year _____

1. Serial number.
2. Date of registration.
3. Date of birth.
4. Informant's name.
5. Father's name.
6. Village.
7. Male.
8. Female.
9. No. of notice under schedule E of the Vaccination Act (in compulsory areas).

Daily Register of death. (E. B. and A. Schedule XLVII, Form No. 6).—Referred to in rule 275.

Place of registration _____

Month _____

District _____

Year _____

- | | | | | | | |
|--------|---|--|------------------|---|--|----------------------------------|
| Caste. | { | 1. Serial number. | Cause of death. | { | 13. Cholera. | |
| | | 2. Date of registration. | | | 14. Small-pox. | |
| | | 3. Date of death. | | | 15. Plague. | |
| | | 4. Name of informant. | | | 16. Fever. | |
| | | 5. Name of deceased. | | | 17. Kala-Azar. | |
| | | 6. Name of father or husband. | | | 18. Dysentery and diarrhoea. | |
| | | 7. Village. | | | 19. Suicide. | |
| | | 8. Mohammedan. | | | 20. Wounds and accidents. | |
| | | 9. Hindus. | | | 21. Snake-bite or killed by wild beasts. | |
| | | 10. Christian. | | | 22. All other causes. | |
| | | 11. Buddhist. | | | | |
| | | 12. Other castes. | | | | |
| | { | | Age of deceased. | { | 23. Under one year. | |
| | | | | | 24. 1 and under 5 years. | |
| | | | | | 25. 5 years and under 10 years. | |
| | | | | | 26. Ten years and under 15 years. | |
| | | | | | 27. Fifteen years and under 20 years. | |
| | | | | | 28. Twenty years and under 30 years. | |
| | | | | | 29. Thirty years and under 40 years. | |
| | | | | | 30. Forty years and under 50 years. | |
| | | | | | 31. Fifty years and under 60 years. | |
| | | | | | 32. Sixty years and upwards. | |
| | | Number of deaths of children by small-pox. | | | { | 33. Under one year. |
| | | | | | | 34. One year and under 10 years. |

Columns 12 to 34, both inclusive, are sub-divided into male and female columns.

Monthly return of births and deaths. (E. B. and A. Schedule XLVII, Form No. 7.) :—Referred to in rule 275.

Place of registration _____ months.

District. _____ year.

Birth.	{	1. Male.	{	22. Under one year.
		2. Female.		23. One year and under 5 years.
		3. Total.		24. Five years and under 10 years.
Caste of the deceased.	{	4. Mohammedan.	{	25. Ten years and under 15 years.
		5. Hindu.		26. Fifteen years and under 20 years.
		6. Christian.		27. Twenty years and under 30 years.
		7. Buddhist.		28. Thirty years and under 40 years.
		8. Other castes.		29. Forty years and under 50 years.
		9. Total.		30. Fifty years and under 60 years.
Cause of death.	{	10. Cholera.	{	31. Sixty years and upwards.
		11. Small-pox.		32. Total divided into (a) male, (b) female, (c) total.
		12. Plague.		33. Under one year.
		13. Fever.		
		14. Kala-Azar.		
		15. Dysentery and diarrhoea.		34. One year and under 10 years.
		16.		35. Total divided into (a) male, (b) female, (c) total.
		17. Suicide.		
		18. Wounds and accidents.		
		19. Snake-bite or killed by wild beasts.		
Injury	{	20. Other causes.	{	
		21. Total divided into male, female and total.		

(Columns 10 to 20, 22 to 31, and 33 and 34 are divided into male and female columns.)

The following statement is given below this statement.

Number of villages in which death has occurred on account of following diseases.

1. Number of villages in place of registration.

2. Cholera.

3. Small-pox.

4. Plague.

5. Fever.

6. Kala-Azar.

7. Dysentery and diarrhoea.

8.

Chaukidar's Hath Chita or Village Register of birth. (E. B. and A. Schedule XLVII, Form No. 2.) :—Referred to in rule 276.

Name of chaukidar _____ village _____ police station.
out-post.

1. Date of birth.
2. Male or female.
3. Caste.
4. Father's name.
5. Village.
6. No. in *Thana* register.
7. Signature of police officer, manzadar or mondal.

Chaukidar's Hath Chita or Village Register of deaths. (E. B. and A. Schedule XLVII, Form No. 4.) :—Referred to in rule 276.

Name of chaukidar _____ village _____ Police station.
out-post.
monza.

1. Date of death.
2. Name of the deceased.
3. Name of father or husband.
4. Caste.
5. Age.
6. Cause of death.
7. No. in *Thana* register.
8. Signature of the police officer.

Notice for Vaccination in accordance with Schedule E. of Act V of 1880.
No. 23):—Referred to in rule 281.
Foil.

Notice for vaccination in accordance with Schedule E of Vaccination Act (V of 1880).

No.

Name of the person on whom notice is served.

Name of child

Name of father or guardian.

Residence. $\left\{ \begin{array}{l} \text{Village.} \\ \text{Post Office.} \\ \text{P. S.} \\ \text{District.} \end{array} \right.$

Date of birth.

Date of serving notice.

No. of entry in the Register of birth.

Registrar of Births.

Registrar of Births.

Counterfoil.

To——

Take notice that the child of [here enter the mother's name] whose birth has this day been registered, must be vaccinated under the provisions of the Bengal Vaccination Act, 1880, within one year from the date of its birth, under penalty.

The public vaccine station nearest to the house in which the child born is at No.—The days and hours for vaccination at that station are as follows:—

On your taking or causing the child to be taken to the public vaccinator at the said station within the said hours on any of the said days, or at any other public vaccine station in the city on the days and within the hours prescribed for public vaccination at such station, it will be vaccinated free of charge.

If you wish to have the child vaccinated at your own house the public vaccinator will attend there upon payment of a fee of——— You should be careful to have one of the annexed forms of certificate filled in by the public vaccinator, or if you employ a private medical practitioner, and to keep the same in your possession. Any such certificate will be granted to you by a public vaccinator free of charge.

Dated———of———19

Counterfoil.

To——

Take notice that the child of [here enter the mother's name] whose birth has this day been registered, must be vaccinated under the provisions of the Bengal Vaccination Act, 1880, within one year from the date of its birth, under penalty.

The public vaccine station nearest to the house in which the child was born is at No.—The days and hours for vaccination at that station are as follows:—

On your taking or causing the child to be taken to the public vaccinator at the said station within the said hours on any of the said days, or at any other public vaccine station in the city on the days and within the hours prescribed for public vaccination at such station, it will be vaccinated free of charge.

If you wish to have the child vaccinated at your own house the public vaccinator will attend there upon payment of a fee of——— You should be careful to have one of the annexed forms of certificate filled in by the public vaccinator, or if you employ a private medical practitioner, and to keep the same in your possession. Any such certificate will be granted to you by a public vaccinator free of charge.

Date———of———19

Registrar of Births.

Daily report on epidemic. (E. B. and A. Schedule XL (A), Form No. 185.) :—Referred to in rule 279.

- | | |
|--|------------------------------------|
| 1. Date of outbreak of the epidemic and name of disease. | 7. Attacked. |
| Form of the commencement of outbreak. { 2. Total number of cases attacked. | 8. Total of columns 6 and 7. |
| { 3. Total number of deaths. | 9. Cured. |
| 4. Names of villages. | 10. Died. |
| 5. Distance and direction from P. S. | 11. Remaining. |
| 6. Previous remaining (i.e., column 11 of the last report.) | 12. Total of columns 9, 10 and 11. |
| | 13. Remarks. |

Statement showing the results of the measures adopted with the view of exterminating wild animals and venomous snakes. (E. B. and A. Schedule XL (A), Form No. 186.) :—Referred to in rule 282.

- | | | | | | | | | |
|---------------------------|------------------|------------------------------|------------------|-------------------|---|---------------|--|--------------------|
| Number of persons killed. | 1. P. S. | Number of cattle (a) killed. | By wild animals. | 12. Elephants. | Number of animals and snakes destroyed. | Wild animals. | 22. Elephants. | |
| | By wild animals. | | | 2. Elephants. | | | 13. Tigers. | 23. Tigers. |
| | | | | 3. Tigers. | | | 14. Leopards. | 24. Leopards. |
| | | | | 4. Leopards. | | | 15. Bears. | 25. Bears. |
| | | | | 5. Bears. | | | 16. Wolves. | 26. Wolves. |
| | | | | 6. Wolves. | | | 17. Hyænas. | 27. Hyænas. |
| | | | | 7. Hyænas. | | | 18. Other animals. | 28. Other animals. |
| | | | | 8. Other animals. | | | 19. Total. | |
| | | | | 9. Total. | | | | |
| | 10. By snakes. | | | 20. By snakes. | | | 29. Snakes. | |
| | 11. Grand Total. | | | 21. Grand Total. | | | 30. Total number (excluding snakes) destroyed. | |
| | | 31. Remarks. | | | | | | |

(a) Cattle should be held to include horses, ponies, asses, mules, oxen, cows and buffaloes, sheep and goats are not to be entered.

NOTE.—The column of remarks should show briefly the means adopted for the destruction of wild animals and snakes, and should give any other useful information available on the subject.

Post card report of outbreak of animal disease. (E. B. and A. Schedule LII, Form No.—.) :—Referred to in rule 283.

Outbreak of animal disease.

District _____ P. S. or O. P. _____

- | | |
|---|-------------------------|
| 1. Name of each village. | 3. Date of first death. |
| 2. Distance and direction from P. S. or O. P. | 4. Number of seizures. |
| | 5. Number of deaths. |
| | 6. Remarks. |

Dated the _____

O. C. of ^{P. S.}
O. P.

Register of all property taken charge of by Police. (E. B. and A. Schedule XL (A), Form No. 188.) :—Referred to in rule 284.

- | | | |
|------------------------------|---|--|
| Yearly consecutive number of | 1. Stolen property. | 8. Where, when, by whom, and the circumstances under which found with number and date of connected case, if any. |
| | 2. Intestate property. | |
| | 3. Unclaimed property. | |
| | 4. Suspicious property. | |
| | 5. Exhibits or other property. | |
| 6. Description. | 9. Date of receipt at the P. S. | 10. How disposed of and signature of persons to whom made over. |
| 7. Value. | 11. If sold, price realised and date of remittance. | |
| | 12. Remarks. | |

Report of intestate moveable property.—(E. B. and A. Schedule VI, Form No. 56.) :—Referred to in rule 285.

1. Annual number.
2. Date and place of death.
3. Name and residence of deceased, if known.
4. Names of claimant or claimants.
5. Particulars of each claim.
6. List of property.
7. Remarks.

Memo. No. dated

Forwarded to the District Judge of _____ for information and orders.

Signature of Magistrate.

Signature of police officer.

Account sales of intestate moveable property.—(E. B. and A. Schedule VI, Form No. 57.) :—Referred to in rule 285.

1. Number and year of original report with name of deceased, if known.
2. Number and description of article as per original report.
3. Weight or measure (where possible).
4. Price at which sold, divided into money *columns*.
5. Remarks.

Side headings under columns 1 and 2.

Side heading under column 3.

Less cost of feeding live stock as per memorandum at foot—

Total

No.

Net proceeds forwarded

Rs. A. P.

Horse dog per day

Cow buffalo . .

Goat . . .

Total . . .

The form will be signed by the police officer as well as the receiving officer. It is in triplicate.

Chalan of intestate moveable property.—(E. B. and A. Schedule VI, Form No. 58.) :—Referred to in rule 285.

1. Number and year of original report with name of deceased, if known.
2. Number and description of article as per original report.
3. Weight or measure.
4. Date of despatch.
5. Cost of despatch divided into money *columns*.
6. Remarks.

This chalan will be signed by the police officer transmitting it as well as by the receiving officer. It is issued in triplicate.

294. Pound Form C. Receipt of sale proceeds. (E. B. and A. Schedule LIX, Form No. 116.) :— Referred to in rule

Pound Form C.

ORIGINAL.

*Receipt for purchase money of cattle sold
by auction.*

Serial No.

Name, Father's name
and residence of person
purchasing the cattle. }

Serial No.

Name, Father's name
and residence of person
purchasing the cattle. }

Pound Form C.

DUPLICATE.

*Receipt for purchase money of cattle sold
by auction.*

Serial No.

Name, Father's name
and residence of person
purchasing the cattle. }

Pound Form C.

TRIPPLICATE.

*Receipt for purchase money of cattle sold
by auction.*

Serial No.

Name, Father's name
and residence of person
purchasing the cattle. }

Description of animal sold.	Serial No. in Register E. or H.	Number of days imponded.	Amount of purchase money.
1	2	3	4
Total Rs.			

Received in full Rs. (in words)

Thana

Dated the

19 . Officer in charge.

Description of animal sold.	Serial No. in Register E. or H.	Number of days imponded.	Amount of purchase money.
1	2		4
Total Rs.			

Received in full Rs. (in words)

Thana

Dated the

19 . Officer in charge.

Description of animal sold.	Serial No. in Register E. or H.	Number of days imponded.	Amount of purchase money.
1	2		4
Total Rs.			

Received in full Rs. (in words)

Thana

Dated the

19 . Officer in charge.

Pound Form G. Register of sale of cattle. (E. B. and A. Schedule LIX, Form No. 118.)—Referred to in rule 294.

- | | |
|-------------|--|
| | 1. Description of animal |
| | 2. Serial number in Register E. or H. |
| Date { | 3. Of receipt from pound. |
| | 4. Of sale. |
| Purchaser { | 5. Name. |
| of | 6. Residence. |
| cattle. { | 7. Signature. |
| | 8. Number of days impounded. |
| | 9. Price at which sold. |
| Amount { | 10. Amount of fine. |
| of sale { | 11. Amount of feeding charges. |
| proceeds. { | 12. Amount paid to owner under § 16. |
| | 13. Expenses of sale, if any. |
| | 14. Net sale proceeds of cattle after deduction of fine, feeding charges. |
| | 15. Total. |
| | 16. Serial No. of receipt given in form C. |
| | 17. Date of remittance to pound keepers of fine and feeding charges.
(columns 10 and 11). |
| | 18. Date of remittance to Magistrate of net sale proceeds. |
| | 19. Date of payment to owner or Agent under § 16 (column 12). |
| | 20. Signature of owner or Agent § 16. |
| | 21. Signature of Pound keeper. |
| | 22. Remarks. |

N. B.—Columns 9 to 15 both inclusive are divided into money columns. The amount of net sale proceeds shown in column 10 should be remitted to the Magistrate, but the amount of fines shown in column 7 should be credited to District Fund.

Pound Form I. Account of cattle sold, to be delivered to owner or agent under §16, Act I of 1871. (E. B. and A. Schedule LIX, Form No. 135.)—Referred to in rule 294.

- | | |
|----------|---|
| | 1. Description of animal. |
| | 2. Serial No. in Register E. or H. |
| | 3. Number of days impounded. |
| Amount { | 4. Fine. |
| of { | 5. Feeding charges. |
| | 6. Expenses of sale, if any. |
| | 7. Price at which sold. |
| | 8. Balance of cash and number of cattle sold. |
| | 9. Remarks. |

N. B.—Columns 4 to 7 both inclusive are divided into money columns.

Report under § 2, Chapter I, Bengal Famine Code. (E. B. and A. Schedule XL (A), Form No. 191.)—Referred to in rule 297.

1. The amount and distribution of rainfall.
2. The character of the weather.
3. The progress of the agricultural operations.
4. The condition of the standing crops.
5. The outturn of the crops at time of harvest [to be estimated in annas (16 annas denoting an average crop, 20 annas a bumper crop)].
6. The condition of the grain stocks.
7. The retail shop prices of common rice (*mota chaul*) and other principal food-grains (quantity obtainable for a rupee).
8. The state of the people, existence of any scarcity or distress, whenever it may occur.
9. The health of the people.
10. Any failure in the supply of fodder, the presence of disease, or occurrence of any unusual mortality among cattle.
11. Remarks.

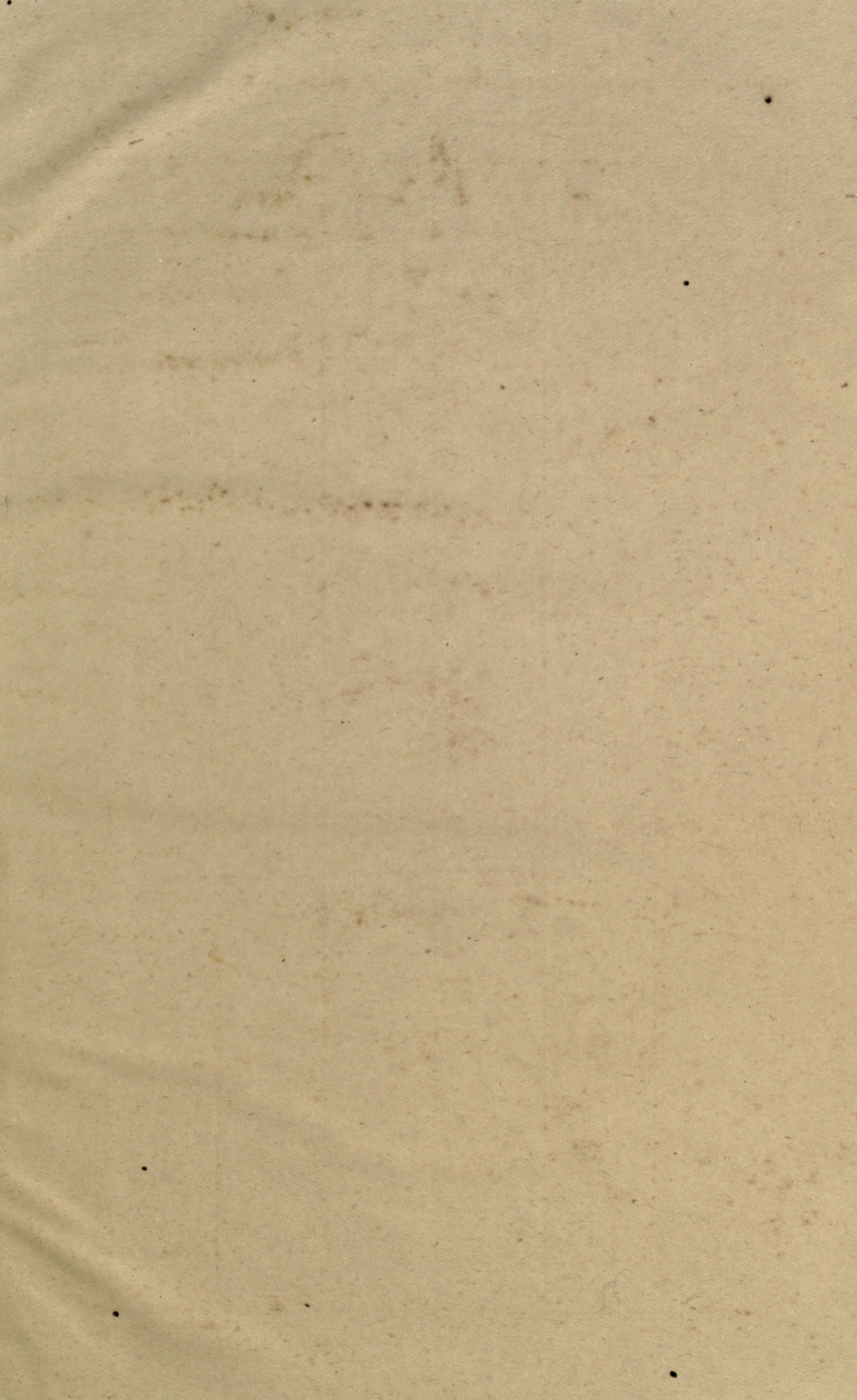
Number of correction slip with date.	Rule added to or cor- rected.	Number of correction slip with date.	Rule added to or cor- rected.	Number of correction slip with date.	Rule added to or cor- rected.

Number of correction slip with date.	Rule added to or cor- rected.	Number of correction slip with date.	Rule added to or cor- rected.	Number of correction slip with date.	Rule added to or cor- rected.

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Number of correction slip with date.	Rule added to or cor- rected.	Number of correction slip with date.	Rule added to or cor- rected.	Number of correction slip with date.	Rule added to or cor- rected.





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